



Joint Standard Operating Procedure

JOINT SOP	
Title	Incident Naming - Class 1 Emergencies
Version	v9.0
Purpose	The purpose of this Joint Standard Operating Procedure (JSOP) is to provide clarity to the emergency services and the community by providing a consistent and common process on the naming of Class 1 emergencies.
Scope	<p>This JSOP applies to the naming of individual incidents as managed in the line of control for Class 1 emergencies.</p> <p>The principles within this document may be applied to Class 2 or non-major emergencies if appropriate.</p>
Applicable Agencies	<p>The following agencies will apply this JSOP due to legislative responsibilities or agency role defined within the State Emergency Management Plan:</p> <ul style="list-style-type: none"> • CFA • DEECA (FFMVic) • EMV • FRV • VICSES <p>Other agencies may apply this doctrine as applicable.</p>
Content	<p>The procedural contents of this JSOP are:</p> <ol style="list-style-type: none"> 1. Incident Naming 2. Merging Incidents 3. Incident Name Change 4. Notification of Incident Name Change 5. Recording Incident Name Change 6. Correct Use of Incident Name in Public Information Products
Responsibilities	<p>The following personnel have responsibilities within this procedure:</p> <ul style="list-style-type: none"> • Incident Controller • Regional Controllers • State Response Controller • Public Information Section personnel <p>Note: When reference is made to 'Regional Controller (RC)' in this JSOP, this applies to Zone Controller (ZC) when in place.</p>

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<p>Definitions</p>	<p>Common Emergency Management terms and definitions can be found in EM-COP under Library > Definitions.</p> <p>Within this document, the following definitions apply:</p> <p>Incident Name An individual name, in hyphenated format, consisting of <i>Emergency Type</i> – a <i>Widely Known Location</i> and a <i>Local Reference</i> (e.g. Fire – Kinglake – Burgan Track) assigned to a specific incident.</p> <p>Emergency Type Source of harm e.g. Fire, Flood, Earthquake.</p> <p>Widely Known Location A geographical area or landmark that is known by a large population at state and local level e.g., Geelong, Wilson’s Prom or Thomson Dam.</p> <p>Local Reference The road or track from which the incident is accessed, or the nearest identifiable point to the point of origin (e.g., campsite, river, building, or landmark) that will be recognised by the local community.</p>
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PROCEDURE

1. Incident Naming
 - 1.1. On report of an incident, an individual identifier (e.g., name or code) will be assigned based on details given in the notification (e.g. ESTA page, details from fire tower).
 - 1.2. On confirmation that there is an incident, the Control Agency is responsible for determining the Incident Name.
 - 1.3. The Incident Name comprises of an *Emergency Type*, *Widely Known Location* and a *Local Reference*, e.g.
 - Fire – Kinglake – Burgan Track*
 - or
 - Flood – Geelong – Ballarat Road*
 - or
 - HAZMAT - Melbourne - Southern Cross Station*
 - 1.3.1. Where beneficial, the emergency type may be expanded into a sub-emergency type (e.g., flash flood, structure fire).
 - 1.4. The Widely Known Location and Local Reference should be based on common reference material (e.g., Vicmap or Melways). Generally, the spatial layer ‘Locality’ on mapping systems should be used to determine the Widely Known Location.
 - 1.5. The Widely Known Location should be recognisable by the general community and at the state level.
 - 1.6. Additional incidents of the same emergency type occurring simultaneously that generate the same name will be numbered (e.g., Fire - Kinglake – Burgan Track 2 or Flood - North Geelong – Separation Street 2).

2. Merging Incidents
 - 2.1. If incidents of the same emergency type merge, the Incident Name will be merged to best reflect the details, emergency type, and geographic location(s) of the incident.
 - 2.2. The Incident Name is comprised of the *Emergency Type*, *Widely Known Location* and the *Local References*, for example

Fire – Kinglake – Burgan Track to Boggy Creek Road
or
Flood – Geelong – Ballarat Road and Church Street
 - 2.3. If the named incident generated additional incidents (e.g., smoke caused by a fire), these will be reported within the larger incident if appropriate.
3. Incident Name Change
 - 3.1. If the original Incident Name is no longer suitable and a name change is required, the decision to rename will be made by the Incident Controller, in consultation with the relevant Regional Controller/s and/or the State Response Controller.
4. Notification of Incident Name Change
 - 4.1. The Incident Controller is responsible for notifying:
 - 4.1.1. Regional Controller/s
 - 4.1.2. Incident Management Team
 - 4.1.3. Incident Emergency Response Coordinator
 - 4.1.4. Incident Emergency Management Team
 - 4.2. The Regional Controller is responsible for notifying:
 - 4.2.1. State Response Controller
 - 4.2.2. Regional Agency Commander/s
 - 4.2.3. Regional Emergency Response Coordinator/s
 - 4.2.4. Regional Emergency Management Team/s
 - 4.3. The State Response Controller is responsible for notifying:
 - 4.3.1. Emergency Management Commissioner
 - 4.3.2. State Control Team
 - 4.3.3. State Emergency Management Team
5. Recording Incident Name Change
 - 5.1. When a name change is planned to occur, the Incident Controller is required to ensure that the new incident name is recorded on the last situation report entered under the old incident name.
 - 5.2. When a name change occurs, the Incident Controller is required to ensure that a specific reference to the previous incident name is entered in the comments field of the first situation report made under the new incident name.
 - 5.3. When a name change occurs, any applicable system/s that uses or refers to the incident name is to be updated.
6. Correct Use of Incident Name in Public Information Products
 - 6.1. Public Information Section personnel are required to ensure that the correct Incident Name is used for all Public Information Section products including:
 - 6.1.1. VicEmergency Platform
 - 6.1.2. Media Releases
 - 6.2. Control Agency Public Information and Warnings Business Rules are available in EM-COP.

SAFETY

Protection and preservation of life is paramount. This includes:

- Safety of emergency response personnel
- Safety of community members including visitors/tourists

In the application of this JSOP the following safety considerations apply:

- Nil

REFERENCE

Related Documents	Emergency Management Act 2013 Victorian State Emergency Management Plan <i>Control Agency Public Information & Warnings Business Rules (EM-COP > Library > IMT Toolbox > IMTTB-Public Information)</i>
Environment	Nil

REVIEW

Date Issue	23 October 2023
Date Effective	04 December 2023
Date to be Reviewed	October 2026
Date to Cease	N/A

AUTHORITY

The Emergency Management Commissioner has issued this JSOP under section 50 of the *Emergency Management Act 2013*.

Approved	Signature	Date
Rick Nugent Emergency Management Commissioner	Signed Copy on File at the State Control Centre	23 October 2023
Endorsed	Signature	Date
Jason Heffernan Chief Officer, CFA	Signed Copy on File at the State Control Centre	23 October 2023
Chris Hardman Chief Fire Officer, DEECA (FFMVic)	Signed Copy on File at the State Control Centre	23 October 2023
Gavin Freeman Commissioner, FRV	Signed Copy on File at the State Control Centre	23 October 2023
Tim Wiebusch Chief Officer Operations, VICSES	Signed Copy on File at the State Control Centre	23 October 2023

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