Joint Standard Operating Procedure

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JOINT SOP	
Title	Incident Action Planning
Purpose	To provide guidance on the development of an Incident Action Plan (IAP) to ensure it is appropriate to the incident and communicates the objective, strategies and tactics.
Scope	This Joint Standard Operating Procedure (JSOP) applies to Incident Action Planning for responder agencies during the response to emergencies.
Applicable Agencies	This procedure applies to the following agency personnel: • CFA • DELWP (FFMVic agencies) • FRV • VICSES
Content	The procedural contents of this SOP are: • Step 1: IAP Requirements • Step 2: IAP Development • Step 3: IAP Content • Step 4: Authorisation • Step 5: IAP Dissemination • Step 6: Communication of changes to IAP
Responsibilities	Incident Controllers and Incident Management Teams
Definitions	The following definitions apply to this procedure: **Incident Action Plan (IAP)** The collection of documents used to define and communicate the incident objectives, response strategies, resources and other information relevant to the control of an incident. Other information may include a situation summary, shift plan, response structure, communications, administration, logistics, command, safety, maps, options analysis, and functional area sub-plans. **Incident Shift Plan (ISP)** All necessary documentation from the IAP, that provides the objectives and strategies essential for field operations in SMEACSQ format. It may cover the next operational shift or a series of shifts in within a 24hr period. **Options Analysis** A process to determine the control strategies and the resources required for the emergency and document the rationale. Refer the Options Analysis Development Guidelines and template for

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guidance on the development of an Options Analysis (available on EMCOP).

SMEACSQ
An acronym used to describe a briefing and plan format incorporating: Situation, Mission, Execution, Administration and Logistics, Command and Communication, Safety and Questions.

PROCEDURE

1. Incident Action Plan Requirements

   1.1. Incident Action Plans (IAP) are required to be developed for all emergencies.

   1.2. Only one IAP may be current for the control of the incident at any time.

   1.3. The level of detail required in an IAP will depend on the stage and complexity of the emergency.

   1.4. For an emergency with low potential, expected to be contained in less than four hours and/or of low consequence an IAP is recorded as a logbook entry, situation report and/or wordback, and may be either written or verbal.

   1.5. For an emergency that is not expected to be contained within four hours of reporting and/or which has medium to high potential and consequence, the following is required:

      1.5.1. Within four hours of the incident being reported, an IAP is required to be documented and is required to include the following information as a minimum:

      - Incident situation

      - Incident objective

      - Strategies adopted

      - Incident structure

      - Communications plan

      - Mapping

      It may also include:

      - Resources deployed

      - Key information regarding administration, logistics, command and communication and safety.

      1.5.2. An Incident Shift Plan that addresses as a minimum the next operational shift.

   1.6. A documented IAP is required for major emergencies.

2. IAP Development

   2.1. The planning process and IAP is to be based on meeting the State Emergency Management Priorities given the situation, risks, and resources required using sound incident predictions and risk assessments.

2.2. The Incident Controller is required to develop objectives & strategies and allocate resources to address and/or balance concurrent, competing, and changing demands. Incident Controllers should consult with the Regional Controller (RC)/Zone Controller (ZC)/Area of Operations Controller (AOC) and (where necessary) the State Response Controller (SRC)/State Controller (SC) when needing to balance significant competing demands.

2.3. Where an Incident Management Team (IMT) is in place, the IAP is developed by the Planning Section on behalf of the Incident Controller.

2.4. IAPs are required to be developed with reference to:

2.4.1. Available local knowledge, including local emergency plans and site specific expertise.

2.4.2. Any relevant community preparedness plans e.g., community information guides.

2.4.3. An options analysis that:

- Describes the rationale for adopting the selected option.
- Describes the options considered including details of strategies and tactics to be used and resources required to execute these strategies and tactics.
- Includes an analysis of the likelihood of success, the consequence of failure and the anticipated unavoidable consequences associated with each option.

2.4.4. Input from the Safety Officer, Regional Controllers/Zone Controllers, agency commanders, IEMT and other relevant emergency personnel.

2.4.5. Threats to potentially affected communities.

2.4.6. Incident specific plans that have been developed, such as traffic management plans, evacuation plans, etc.

2.4.7. The location of any community safety options that are likely to be threatened.

2.4.8. Vulnerable people and facilities, including power dependent customers.

2.4.9. Environmental conditions.

2.4.10. Environmental impacts and cultural values.

2.4.11. Critical infrastructure/assets.

2.4.12. Available or expected resources.

2.4.13. Any relevant:

- Regional Readiness Plan, Regional Operations Plan and/or State Operations Plan
- Regional or Municipal Emergency Management Plan (REMP or MEMP) and/or REMP or MEMP sub-plan or complementary plan
- Other relevant operational plans

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3. IAP Content

    3.1.   The IAP (subject to meeting the requirements in section 1.5 above) is required to include, but is not limited to, the following:

        3.1.1.   Safety of emergency personnel and Community

        3.1.2.   Incident Objective/strategies/incident map

        3.1.3.   Incident SMEACSQ Brief

        3.1.4.   Incident Communications Plan

        3.1.5.   Incident Structure Chart

        3.1.6.   Incident Shift Plan

        3.1.7.   Any other plans relevant to the emergency

    3.2.   The amount of additional supporting documentation required will be dependent on the incident but should address the State Emergency Management Priorities.

4. Authorisation

    4.1.   The Incident Controller is required to authorise the IAP.

5. IAP Dissemination

    5.1.   IAP (including ISP) is required to be communicated to emergency personnel at the incident, especially any targeted information for specific Divisions/Sectors/Areas and those communications logged.

        5.1.1.   Consider the use of electronic dissemination of IAP

    5.2.   The IAP is required to also be made available to the Incident, Regional and State Emergency Management Teams via the line of control.

    5.3.   Consider the use of EM-COP for the wide distribution of the IAP.

6. Communication of changes

    6.1.   Where changes are made to an IAP the Incident Controller is required to ensure that the information is communicated to all incident personnel.

    6.2.   Significant changes such as change in strategy, tactics, communications, weather etc. is required to be communicated via briefings, Field Information Updates or Red Flag Warnings.

SAFETY

Protection and preservation of life is paramount. This includes:
- Safety of emergency personnel
- Safety of community members including vulnerable community members and visitors/tourists

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

- That changes to the IAP that have the potential to impact operational activities need to be communicated to all emergency personnel.

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REFERENCE

Related Documents	Emergency Management Act 1986
	Emergency Management Act 2013
	State Emergency Management Plan (SEMP)
	SOP J2.04 – Local Knowledge
	SOP J3.06 – Incident Briefings
	SOP J3.10 – Traffic Management
	SOP J3.11 – Red Flag Warnings
	SOP J3.12 – Evacuation
	Incident Action Plan Template(s)
	Initial Incident Action Plan Template
	Incident Action Planning Aide Memoire
	Incident Shift Plan Template(s)
	Options Analysis Template
	Options Analysis Development Guidelines
Environment	Nil

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REVIEW	
Date Issue	27 September 2022
Date Effective	27 October 2022
Date to be Reviewed	October 2025
Date to Cease	N/A

AUTHORITY		
The Emergency Management Commissioner has issued this SOP under section 50 of the Emergency Management Act 2013.		

Approved	Signature	Date
Andrew Crisp Emergency Management Commissioner		
Endorsed	**Signature**	**Date**
Jason Heffernan Chief Officer, CFA		
Chris Hardman Chief Fire Officer, DELWP (FFMVic)		
Ken Block Commissioner, FRV		
Tim Wiebusch Chief Officer Operations, VICSES		