

JOINT SOP

Title	Significant Event Notification
Purpose	<p>To outline the requirement for agencies and departments to notify the Emergency Management Commissioner (EMC) of the occurrence of significant events.</p> <p><i>Emergency Management Act 2013, section.34 requires agencies to provide information for the purpose of enabling the EMC to perform their functions of control, coordination, consequence management and recovery.</i></p>
Scope	<p>This Joint Standard Operating Procedure (JSOP) applies to all activities undertaken by agencies and departments in the management of emergencies (non-major emergencies, Class 1 and Class 2 emergencies).</p> <p>Emergencies that are warlike act, act of terrorism, hi-jack, siege or riot (Class 3 emergencies) are only covered by this procedure where these emergencies require consequence management or recovery coordination.</p> <p>This JSOP does not supersede own agency and national notification requirements.</p>
Applicable Agencies	<p>This procedure applies to the following agency personnel;</p> <ul style="list-style-type: none"> All agencies and departments specified in the Victorian State Emergency Management Plan (SEMP) Roles and Responsibilities
Content	<p>The procedural contents of this JSOP are:</p> <ul style="list-style-type: none"> Step 1: Identification of significant incidents Step 2: Notification of significant incidents Step 3: Notification to the Minister for Police and Emergency Services (the Minister) Step 4: Management of significant incidents Schedule 1: Significant event type description Schedule 2: Notification contact details
Responsibilities	<p>The EMC in accordance with <i>Emergency Management Act 2013</i> Section 32(1) (e) is required to provide the Minister with timely information, on actual or imminent events that may become major emergencies, and the response to major emergencies.</p> <p>State Response Controller (SRC); State Controller (SC), Chief Commissioner of Police, responder agency Chief Officers/Commissioner; and officers in charge of agencies with</p>

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	control responsibilities as specified in SEMP Roles and Responsibilities are required to notify the EMC of actual or imminent events that may become major emergencies, and the response to major emergencies.
Definitions	<p>The following definitions apply to this procedure:</p> <p>Responder Agencies As per the Emergency Management Act, section 3 - Definitions; responder agency means the following—</p> <ul style="list-style-type: none"> (a) Fire Rescue Victoria; (b) the Country Fire Authority; (c) the Victoria State Emergency Service (d) the Secretary to the Department of Environment, Land, Water and Planning; (e) any other agency prescribed to be a responder agency; <p>Significant Event An event that is; a major emergency as defined by <i>Emergency Management Act 2013</i>; has implications for agencies in their ability to respond to emergencies; or impacts on the reputation of an agency or the state. For a description of the significant events types, refer to Schedule 1</p>

PROCEDURE

1. Identification of significant events
 - 1.1. The EMC has determined that significant events for agencies and departments are incidents that are or have the potential to:
 - 1.1.1. be a major emergency; or
 - 1.1.2. affect the ability to respond to a major emergency; or
 - 1.1.3. impact the reputation of an agency or the state, in relation to managing emergencies.
 - 1.2. For a description of the significant events types, refer to Schedule 1.
2. Notification of significant incidents to the EMC
 - 2.1. Responder Agency Chiefs (Class 1 emergencies), or delegate is required to notify, the EMC, the SRC and the State Control Centre (SCC) of significant events, as soon as possible.
 - 2.1.1. The SRC may provide a copy of the notification message to all persons on the SRC roster, unless the incident is considered agency specific or of a sensitive nature.
 - 2.2. Officer in charge of an agency with control responsibility (Class 2 emergencies) or their delegate is required to notify, the EMC and the SCC of significant events, as soon as possible.
 - 2.3. The Chief Commissioner of Police or delegate, is required to notify the EMC for emergencies that are warlike act, act of terrorism, hi-jack, siege or riot (Class 3 emergencies), where there is a requirement for consequence management or

recovery coordination.

2.4. If the SCC has notified the EMC as per the SCC notification process of the significant event, the Responder Agency Chief or Officer in charge of an agency with control responsibilities (Class 2 emergencies) is not required to also notify the EMC.

2.4.1. The SCC is to include the Responder Agency Chief / Officer in charge of Agency with Control responsibilities (Class 2 emergencies) in the notification message.

2.5. The notification message is to include:

- Incident type and location
- Situation
- Prediction
- Resources
- Impacts
- Potential consequences
- Safety concerns.

2.6. The EMC will acknowledge receipt of the notification message to the initiating person.

3. Notification to the Minister

3.1. Ordinarily the EMC is responsible for providing timely and up-to-date information to the Minister.

3.2. Where the EMC is unavailable, a Deputy EMC, SRC or SC will be delegated the responsibility for the provision of information to the Minister.

4. Management of significant incidents

4.1. Ordinarily the management of significant events is the responsibility of the control agency, or the affected agency/ department.

SAFETY

Emergency Personnel need to ensure that the protection and preservation of life is maintained at all times.

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

- Any required notifications are to be done to WorkSafe in accordance with JSOP 8.01 OH&S Incident Reporting and Investigation - Major Emergencies and the *Occupational Health and Safety Act 2004*

REFERENCE

Related Documents

Emergency Management Act 1986
Emergency Management Act 2013
Victorian State Emergency Management Plan
Occupational Health and Safety Act 2004

Environment

Nil

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REVIEW

Date Issue	12 November 2021
Date Effective	1 December 2021
Date to be Reviewed	September 2024
Date to Cease	

AUTHORITY

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

Approved	Signature	Date
Andrew Crisp Emergency Management Commissioner		

Schedule 1

Significant event type description

The Emergency Management Commissioner (EMC) has determined that the following significant event types require notification.

A significant event is an event that is:

- a major emergency as defined by the *Emergency Management Act 2013*; or;
- has implications for agencies in their ability to respond to emergencies, or;
- impacts on the reputation of an agency or the state.

The table below serves as a guide for agencies and departments when exercising their judgement to notifying the EMC of significant events.



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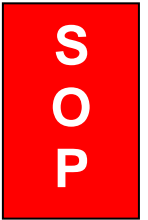
Major Emergency	<ul style="list-style-type: none"> • As defined in the <i>Emergency Management Act 2013</i>.
Death or serious injury	<ul style="list-style-type: none"> • Death of or serious injury to agency personnel engaged in emergency activities (this includes training and exercising, travelling to and from or performing a role under the Victorian SEMP Roles and Responsibilities. • Death of or serious injury to a member of public as a result of a major emergency, or as a direct result of operational response.
Community Consequences	<ul style="list-style-type: none"> • An incident is or has the potential to cause widespread disruption or loss of essential services for a prolonged period (electricity, gas, water, liquid fuel, telecommunication, major roads and transport). • An incident affecting or has the potential to threaten key public facilities (hospitals, schools, care facilities, shopping centres, transport hubs) resulting in the closure or disruption of services. • An incident is or has the potential to have localised health implications. • An incident that has caused extensive property loss or damage. • An incident is or has the potential to require evacuation of individuals or communities. • An incident where an emergency warning or evacuation message has been prepared or issued. • An incident is or has the potential to cause widespread impacts on the environment. • An incident is or has the potential to require extensive or complex relief and/or recovery coordination activities.
Business Continuity	<ul style="list-style-type: none"> • Loss, disruption or change in operation to communication systems supporting the emergency services (i.e. ESTA). • Response to an incident that is protracted or requires prolonged agency commitment. • An incident requiring or has the potential to require intrastate/ interstate or international deployment of resources. • An incident requiring or has the potential to require support from Defence Force under, the Defence Assistance to the Civil Community (DACC) arrangements. • Loss of or prolonged disruption to the capability of a designated

	<p>control facility (state, region or incident level).</p> <ul style="list-style-type: none"> • Loss of or disruption to critical agency operations that has affected or has the potential to affect the response management to an incident.
<p>Reputation Management</p>	<ul style="list-style-type: none"> • Public criticism of the response to or management of an incident. • Potential claims against an agency or the government. • Exceptional performance or response to an incident. • An incident that is or has the potential to generate significant media interest. • An event that is or has the potential to negatively affect the reputation of agencies or the government. • An event that is or has the potential to affect international relationships.

Schedule 2

Notification contact details

This schedule is only available to emergency management agency personnel.
To request a copy please contact the State Control Centre.



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