

Emergency Management Manual Victoria

The Emergency Management Manual Victoria is issued by the Department of Justice, Police and Emergency Management Division. The Manual complies with the requirements of the *Emergency Management Act 1986* as follows:

Section of the Act	Requirement	Location in the Manual
10(1)	State Emergency Response Plan	Part 3
15(a)	Agencies primarily responsible for responding to specified emergencies	Part 7
15(b)	The coordination of agencies' activities in support of responsible agencies	Parts 3, 4, 7
15(c)	Specify the roles of agencies in the event of an emergency response	Parts 3, 4, 7
15(d)	Roles and responsibilities of response coordinators	Part 3
15(e)	Define response regions	Appendix 8
17A	State Emergency Relief and Recovery Plan	Part 4
17F(a)	Specify the roles of agencies in emergency recovery	Parts 4, 7, 8
17F(b)	The coordination of agencies' activities in emergency recovery	Part 4
17F(c)	Roles and responsibilities of recovery coordinators	Part 4
17F(d)	Define recovery regions	Appendix 8
21(5)	Guidelines for municipal emergency management planning	Parts 6, 6A

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About the Manual

Emergency management is one of the essential activities of any community. At its most comprehensive, emergency management involves implementation of protective safety strategies, acting during emergencies to reduce personal injury and losses of life, property and the environment, and the assisting of people to recover and continue with their lives. These tasks require the combined expertise and resources of the emergency services, other government and private organisations, municipal councils and the people of the whole community.

Victorians can be justifiably proud of their emergency management arrangements, which have been developed after some major and destructive emergencies, involving massive losses to the State and its people. The arrangements have since proven effective in many large and small emergencies, and justify the effort that goes into maintaining them.

Comprehensive emergency management requires participation by many organisations and individuals who understand their particular roles and responsibilities.

This manual integrates into a single multi-part book the principal policy and planning documents for emergency management in Victoria. While primarily intended for an audience of emergency management practitioners, the manual is designed also to be of interest and use to those who simply need to understand more about the arrangements and how they operate.

It is designed to provide information and guidance on what the emergency management arrangements are, the role of the various organisations within them, and the planning and management arrangements that bring all the different elements together.

The manual provides essential information for people who have a direct involvement in emergency management, whether in a full-time capacity, an occasional component of their normal duties, or perhaps as an emergency service volunteer. For those with specific planning responsibilities, the manual provides policy guidance on emergency management planning in the municipal and regional situations.

Part 1 is intended for all users as an introduction to the manual and to the emergency management arrangements. Part 2 is about mitigation while Parts 3 and 4 set out the principles and practice for operational management, covering response and recovery. Parts 5, 6 and 6A focus specifically on planning at state and regional, and municipal levels respectively.

Part 7 sets out agencies' emergency management roles, both individually and in the specific contexts of the response and recovery arrangements. Part 8 contains specific explanatory information in appendices and a glossary. Part 9 contains the *Emergency Management Act 1986* as essential reference material.

Part 10 is a contact directory for emergency management agencies. It is only available to emergency management agencies.

The manual is continually revised and updated, not only to account for changes in agency contact information, but also to describe and define improvements and changes in the management of emergencies and the inter-organisational arrangements.

Updates are available from the website www.oesc.vic.gov.au/emergencymanual. You can register to be advised when they are available. Alternatively users can purchase a print subscription from Anstat. Users of the manual are also invited to suggest improvements and amendments. Please send them to the address shown for inquiries about content.

This manual is produced by the Department of Justice. Ensuring the information it contains is accurate and current would not be possible without the contributions and assistance of many people covering all the organisations identified within its pages.

In particular, acknowledgment is given to those personnel of Country Fire Authority, Department of Human Services, Metropolitan Fire Brigade, Victoria Police and Victoria State Emergency Service who make significant and ongoing contributions to the content and format of the manual.

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