



Standard Operating Procedure



Department of
Sustainability
and Environment

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Incident Naming

Scope This Standard Operating Procedure applies to all CFA and DSE members involved in the naming of bushfires.

Definitions The following definitions apply to this Standard Operating Procedure:

- **ESTA:** Emergency Services Telecommunications Authority.
- **Incident Management Team (IMT):** The group of incident management personnel comprising the Incident Controller, and the personnel they appoint to be responsible for the functions of Operations, Public Information, Planning and Logistics.
- **Incident Name:** An individual name, in hyphenated format, consisting of a *Widely Known Location* and a *Local Reference* (eg. Kinglake – Burgan Track).
- **Local reference:** The road or track from which the incident is accessed, or the nearest identifiable point to the Point of Origin (eg. campsite, river).
- **Major incident name:** An incident name change applied when an incident escalates significantly enough that the original Incident Name is no longer suitable.
- **Multi-agency incident:** A situation that occurs when more than one agency, eg. CFA and DSE, have suppression responsibilities or when both agencies' areas of responsibilities are threatened or included within the operational area of a fire incident.
- **Widely Known Location:** The nearest town/locality name (recognisable at the State Level) or park, forest or reserve name if on public land. Potential impact of the incident should be considered when choosing the Widely Known Location.

Objective To ensure incident naming follows an agreed protocol so fires are assigned the same name by both CFA and DSE and are recognisable at both the local and State level.

Procedure

1. Initial Incident Naming
 - 1.1 The Control Agency is responsible for determining the incident name.
 - 1.2 On initial report of an incident an 'unconfirmed' Incident Name, will be assigned based on details given in notification (eg. ESTA page, details from fire tower, etc).
 - 1.3 Where there is some likelihood that an incident will become a multi-agency incident the relevant Duty Officers should ensure that an appropriate name is established based on this SOP. The incident name should be determined at a level as close to the incident as possible. Both Duty Officers should then ensure their respective reporting systems show the correct incident name
 - 1.4 The Incident Name (eg. *Kinglake – Burgan Track*) is comprised of a 'Widely Known Location' (eg. *Kinglake*) and a 'Local Reference' (eg. *Burgan Track*).
 - 1.5 The 'Widely Known Location' and 'Local Reference' should be based on common reference material (eg. Vicmap mapbook). The 'Widely Known Location' should be recognisable at the state level.
 - 1.6 Additional incidents generating the same name will be numbered numerically (eg. *Kinglake – Burgan Track 2*).
2. Merging Fires
 - 2.1 In the event that fires merge, the name of the largest fire should be used and the other fire should no longer be reported on.
3. Changing the Incident Name
 - 3.1 If a name change is required due to significant escalation and the original Incident Name is no longer suitable, renaming must be approved as follows:
 - 3.1.1 Where only one IMT is in place for the incident – by the Incident Controller;
 - 3.1.2 Where multiple IMTs are operating within one Victorian Government Region – by the Regional Controller, or Area of Operations Controller where appointed, in consultation with relevant Incident Controllers; and
 - 3.1.3 When multiple Victorian Government Regions or Areas of Operations are involved – by the State Controller in consultation with State Duty Officers, Regional Controllers and Area of Operations Controllers where appointed.



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4. When the Incident Name is changed, those involved in the decision are responsible for ensuring that the following personnel are notified of the new Incident Name:

- 4.1 Incident Controller (by the respective Agency Duty Officer, Regional Controller or Area of Operations Controller);
- 4.2 IMT members and relevant fireground command roles (by the Incident Controller);
- 4.3 All support agencies involved or likely to be involved in the incident (by the Incident Controller, Rostered, District or Area Duty Officer, Regional Controller or State Duty Officers as appropriate); and
- 4.4 Where relevant, the appropriate Emergency Response Coordinator(s) (by the Incident Controller, Rostered, District or Area Duty Officer, Regional Controller or State Duty Officers as appropriate).

Note: Public Information Section personnel must ensure that the correct Incident Name is used for all Public Information Section outputs.

Relevant agency Safety Protocols ■ Nil.

Relevant agency Environmental Protocols ■ Nil.

Related Documents	Other Links and References	SOPs
Emergency Management Act 1986		
Fire Services Commissioners Act 2010		J4.01 - Incident Warnings and Advice
State Emergency Response Plan October 2010 (EMMV Part 3)		
State Command and Control Arrangements for Bushfire in Victoria August 2011		

Approved by:		Date:
Ewan Waller Chief Fire Officer DSE		14 Sept 2011
Euan Ferguson Chief Officer CFA		14 Sept 2011
Craig Lapsley Fire Services Commissioner		14 Sept 2011

Date to be reviewed:
14 Sept 2014
Date to cease:
N/A



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