

CITY OF YARRA

MEMP PART 11

GLOSSARY, ACRONYMS AND SUPPORTING DOCUMENTS

PUBLIC VERSION

Version 1.2

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Version Control

Major changes to this section must be endorsed by the Municipal Emergency Management Planning Committee (MEMPC) and presented to Council for consideration and adoption.

The record below is to be completed by the person making the amendment(s). As amendments occur, the decimal version number will be updated (e.g. from Version 2.1 to Version 2.2). Major changes will require the whole version number to change (e.g. from Version 2.6 to version 3).

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11.1 Glossary

Much of this glossary was extracted from the *Emergency Management Manual Victoria* and defines or explains terms which have a restricted or technical meaning in the context of the emergency management arrangements. It does not include all of the words, titles or phrases which are defined or described elsewhere in the manual. Where an entry is marked [Act], the definition is the same as or is similar to the meaning given in the *Emergency Management Acts 1986 (or 2013)*.

Within each entry, a word or phrase expressed in *italics* indicates a separate entry exists for that word.

Agency	An agency means a government agency or a non-government agency. [Act] (See also <i>Emergency Services/Emergency Services Agency</i>).
Animal Welfare	How an animal is coping with the conditions in which it lives. An animal in a good state of welfare if (as indicated by scientific evidence) is healthy, comfortable, well nourished, safe, able to express innate behaviour, and is not suffering from unpleasant states such as pain, fear, and distress. Good animal welfare requires disease prevention and veterinary treatment, appropriate shelter, management nutrition, humane handling and humane slaughter/killing. Animal welfare refers to the state of the animal, the treatment that an animal receives is covered by other terms such as animal care, animal husbandry, and humane treatment. (<i>OIE May 2008-International Office of Animal Health</i>)
Area of Operations	A defined geographic area containing an incident or a group of incidents which may correlate in effect or in the deployment and allocation of resources
Area-of-Operations Controller	The role of the Area-of-Operations Controller is to provide leadership and management across a series of emergency sites within a defined area of operations. This role operates regionally and may be appointed by the <i>State Controller</i> or be self-initiated prior to state control being established. (See also <i>Regional Controller</i>)
Area-of-Operations Emergency Management Team	In the event that an area of operations has been defined, the <i>Area-of-Operations Controller</i> , or the <i>Regional Emergency Response Coordinator</i> (or representative) may form the Area-of-Operations Emergency Management Team, comprising regional level representatives from response, recovery and other agencies. It enables consistent situational awareness, identification and management of risks, facilitates the State Controller's Plan and develops an Area-of-Operations Plan containing regional level actions of all agencies.
Chain of Command	Chain of command refers to the organisational hierarchy of an agency. It is the identifiable line up and down the hierarchy from any individual to and from their supervisor and subordinates. The chain of command identifies people or positions with accountability.
Class 1 Emergency	A major fire, or any other major emergency for which the control agency is the Metropolitan Fire Brigade (MFB), Country Fire Authority (CFA) or Victoria State Emergency Service (VICSES). Under the <i>EM Act 2013</i> , the EMC is the coordinator for Class 1 emergencies.
Class 2 Emergency	Is a major emergency that is not a Class 1 emergency, or <ul style="list-style-type: none"> • a warlike act or act of terrorism, whether directed at Victoria or at any other state or territory of the Commonwealth, or • a hi-jack, siege or riot. Under the <i>EM Act 2013</i> , the EMC is the coordinator for Class 2 emergencies.
Command	Command refers to the direction of personnel and resources of an agency in the performance of that organisation's role and tasks. Authority to command is established in legislation or by agreement within an agency. Command relates to agencies and operates vertically within an agency.
Commander	A person within an agency empowered to direct personnel and resources of the agency in the performance of its role and tasks. A functional commander can direct personnel and resources of more than one agency in accordance with pre-determined arrangements.

Community Recovery Committee	A committee which may be convened after an emergency to provide a management forum for the recovery process in respect of an affected area or a specific community.
Control	The overall direction of activities in an emergency. Authority for control is established in legislation or in an emergency response plan, and carries with it the responsibility for tasking other agencies in accordance with the needs of the situation. Control relates to situations and operates horizontally across agencies.
Control Agency	An agency nominated to control the response activities for a specified type of emergency.
Control Centre/Command Centre	Facilities from which site, region/area of operations, and state level functions can be carried out. Accordingly, response agencies should provide appropriate physical and technical infrastructure to support those personnel appointed as Incident Controllers, Agency Commanders, and representatives of organisations that support them. Any centre established for this purpose shall be named based on the function it supports, e.g. control centre, command centre, operations centre.
Coordinate/Coordination	Co-ordination involves the bringing together of agencies and resources to ensure effective response to and recovery from emergencies. The main functions of co-ordination are: In relation to response, ensuring that effective control has been established and maintained, and. The systematic acquisition and allocation of resources in accordance with the requirements imposed by emergencies. Co-ordination operates throughout the management and recovery activities. Victoria Police is the co-ordination agency for response and the Department of Human Services is the co-ordination agency for recovery.
Coordination Centre	A co-ordination centre is a facility which may be utilised during a complex or protracted emergency, primarily to co-ordinate the provision of resources. Coordination centres may operate at municipal, regional and state levels. (See also <i>Municipal Emergency Coordination Centre and State Emergency Support Centre</i>)).
Disaster	A term not in general usage within Victoria's arrangements, where it would be taken to mean the same as <i>emergency</i> . Under the Act, an emergency is termed a disaster only if a <i>state of disaster</i> has been declared.
Disaster Area	Means that part or those parts of Victoria in which a <i>state of disaster</i> is declared to exist. [Act]
Disaster Victim Identification (DVI)	Procedures used to positively identify deceased victims of multiple-casualty emergencies.
Disaster, State of	The Premier can declare a state of disaster to exist in all or part of Victoria if an emergency constitutes a significant and widespread danger to life or property, which justifies the enabling of the <i>Minister for Police and Emergency Services</i> , or delegate, to exercise extraordinary powers in directing and controlling agencies and resources for responding to it. [Act]
Emergencies of National Consequence	Emergencies that require consideration of national level policy strategy and public messaging or inter-jurisdictional assistance, where such assistance is not covered by existing arrangements.

Emergency	<p>An emergency due to the actual or imminent occurrence of an event which in any way endangers or threatens to endanger the safety or health of any person in Victoria or which destroys or damages, or threatens to destroy or damage, any property in Victoria, or endangers or threatens to endanger the environment or an element of the environment in Victoria including, without limiting the generality of the foregoing:</p> <p>(a) an earthquake, flood, wind-storm or other natural event; and (b) a fire; and (c) an explosion; and (d) a road accident or any other accident; and (e) a plague or an epidemic or contamination; and (f) a warlike act or acts of terrorism, whether directed at Victoria or part of Victoria or at any other State or Territory of the Commonwealth; and (g) a hi-jack, siege or riot; and (h) a disruption to an essential service. [Act].</p>
Emergency Activity	<p>Emergency activity is usually referred to in connection with compensation arrangements for <i>voluntary emergency workers</i>, and is defined as:</p> <p>(a) performing a role or discharging a responsibility of an agency in accordance with the State Emergency Response Plan or State Emergency Recovery Plan; or (b) training or practising for an activity referred to above or being on active standby duty; or (c) travelling to or from the place where an activity referred to above has occurred or is to occur. [Act]</p> <p>The definition can also apply to activities of emergency works in general.</p>
Emergency Area	<p>An emergency area declared under s.36A of the Act, being, in the opinion of the most senior police officer in attendance, on the advice of the control agency, an area from which it is necessary to exclude persons due to the size, nature or location of an emergency, so as to ensure public safety, security of evacuated premises, or the safety of, or prevention of obstruction, hindrance or interference to, persons engaging in <i>emergency activity</i>. [Act].</p>
Emergency Accommodation	<p>Accommodation may be provided to households and individuals displaced by an emergency event in hotels, caravan parks, houses, and flats or similar. The timeframe usually ranges from days to weeks. In some cases emergency accommodation may transition into interim accommodation.</p> <p>Emergency accommodation is organised through MEMPlans and usually provided by community, business or government organisations, although people often find their own accommodation with family or friends.</p>
Emergency Management	<p>The organisation and management of resources for dealing with all aspects of emergencies. [Act]. Emergency management involves the plans, structures and arrangements which are established to bring together the normal endeavours of government, voluntary and private agencies in a comprehensive and co-ordinated way to deal with the whole spectrum of emergency needs including prevention, response and recovery.</p>
Emergency Management Commissioner	<p>Emergency Management Commissioner means the office established under section 24 of the Emergency Management Act 2013</p>
Emergency Management Liaison Officer (EMLO)	<p>An emergency management liaison officer is a person appointed by an agency, who:</p> <p>(a) represents his/her agency in; another agency's facility utilised to manage an emergency response; or a co-ordination centre; or an emergency management team; and (b) is empowered to commit, or to arrange the commitment, of resources of the agency to the response to an emergency; and (c) represents the interests of the agency and provides advice in relation to impacts and consequence management.</p> <p>The EMLO may be named Emergency Services Liaison Officer (ESLO) by some agencies.</p>

Emergency Management Team (EMT)	An emergency management team is the team which assists a controller in formulating a response strategy and in its executive by all agencies and which assists the Emergency Response Coordinator in determining resource acquisition needs and in ensuring a coordinated response to the emergency. (See also <i>State Emergency Management Team</i>).
Emergency Management Victoria	"Emergency Management Victoria" means the body corporate established under section 14 of the Emergency Management Act 2013.
Emergency Recovery	Has the same meaning as <i>recovery</i> .
Emergency Relief	The provision of life support and essential needs to persons affected by, an emergency. (See also <i>Emergency Relief Centre</i>)
Emergency Relief Centre	An Emergency Relief Centre is a building or place established to provide life support and essential needs to persons affected by (including evacuees), Emergency Relief Centres are established on a temporary basis to cope with the immediate needs of those affected during the initial response to the emergency. They do not imply any longer-term use of facilities as a location for recovery services.
Emergency Response	Has the same meaning as <i>response</i> .
Emergency Response Co-ordinator	A member of the Victoria Police appointed as state, regional, municipal or field emergency response coordinator, whose role is <i>to coordinate</i> the response to an emergency.
Emergency Response Plan	A plan which sets out the roles and responsibilities of agencies in emergency response and the control and co-ordination arrangements which are to be utilised. [Act]
Emergency Services/ Emergency Services Agency	<p>There is no general purpose definition for either of these terms. The range of agencies covered by the terms varies according to their administrative, operational or legislative context. Victorian legislation includes the following examples.</p> <p>The definition of 'emergency services agency' in the <i>Emergency Management Act 1986</i> refers to those agencies such as the VICSES and any other prescribed agencies such as ESTA. (S.4).</p> <p>In the <i>Emergency Services Telecommunications Authority Act 2004</i> 'emergency services and other related services organisation' is defined as any of the following, AV, CFA, MFESB, VicPol, VICSES, any government agency, and other related agencies including organisations that provide services related to the agencies specified above and prescribed persons or bodies. (S.3).</p> <p>In section 87C of the <i>Sentencing Act 1991</i>, the term 'emergency services agency' is included in relation to court orders for recovery of costs incurred by emergency services is responding to certain crimes. The definition covers: VicPol, MFESB, CFA, VICSES, Ambulance Service, a hospital or any other body that employs or engages an emergency service worker, such as a protective services officer or a <i>volunteer emergency worker</i>.</p> <p>In the <i>Terrorism (Community Protection) Act 2003</i>, the term 'emergency services agency' is used in relation to decontamination procedures conducted under police direction. The definition covers the CFA, MFESB, other state territory or commonwealth fire services, or any other prescribed agency. (S 15).</p>
Emergency-affected Persons	People, other than emergency management personnel, who experience losses or injury or are affected by an <i>emergency</i> . Usually understood to exclude the deceased.
Emergency Shelter	Emergency shelter is shelter for people affected by an emergency, in locations such as community halls, relief centres and tents. Emergency shelter should be provided in the days following an emergency for as long as it is required until other accommodation arrangements are made.

Essential Service	Defined as: transport; fuel; (including gas); light; power; water; sewerage; or a service (whether or not of a type similar to the foregoing) declared to be an essential service by the Governor in Council [Act]
Evacuation	The planned relocation of persons from dangerous or potentially dangerous areas to safer areas and eventual return. The purpose of an evacuation is to separate the people from the danger created by the emergency.
Evacuation Centre	See <i>Relief Centre</i> .
Field Emergency Response Co-ordinator (FERC)	The field emergency response co-ordinator is usually the senior member of Victoria Police at the initial scene of an emergency who carries out emergency response co-ordination responsibilities at the scene. This role usually relates to the first response to an emergency, and the person fulfilling the role may change in seniority as the emergency escalates or de-escalates.
Fire Services Agency	Fire Services Agency means any of the following: (a) the Metropolitan Fire and Emergency Services Board; (b) the Country Fire Authority; (c) the Secretary to the Department of Environment and Primary Industries (Act, 2013)
Incident	The word incident has the same meaning as <i>emergency</i> . In the EMMV, the term incident management and related terms, such as <i>incident controller</i> , are used in response management to clearly differentiate between the activities involved in incident management and the activities of <i>emergency management</i> as a whole.
Incident Controller	The Incident Controller is a member of the control agency whose role is to provide leadership and management to resolve the emergency at the incident site. This is the agency forward controller and operates in close proximity to the incident. (See also <i>Regional Controller, Area of Operations Controller and State Controller</i>)
Interim Accommodation	Interim accommodation is provided to households and individuals whose primary place of residence is destroyed or damaged by an emergency event. Interim accommodation can be in a house, flat, caravan or similar and can continue for extended periods of weeks, months or longer prior to permanent housing. In some cases interim accommodation may transition into permanent housing.
Incident Management System (IMS)	A system used by agencies undertaking their management responsibilities in response to an emergency. An Incident Management System is not a fixed set of rules, but rather a flexible and dynamic methodology which can cater for an escalation or change in the severity of any emergency. The system is established by a <i>response agency</i> and will involve use of personnel for the various functions which may need to be individually managed. Incident management functions might include, but are not limited to: control, planning, operations, logistics, intelligence, information, investigation, finance or administration.
Incident Management Team (IMT)	An incident management team comprises the <i>incident controller</i> and the personnel responsible for the other functions (principally planning, operations and logistics) forming the <i>incident management system</i> .
Major Fire	A major fire is defined in the <i>Fire Services Commissioner Act 2010</i> as a large or complex fire (however caused) which: has the potential to cause or is causing loss of life and extensive damage to property, infrastructure or the environment; or has the potential to have or is having significant adverse consequences for the Victorian community or a part of the Victorian community; or requires the involvement of 2 or more fire services agencies to suppress the fire; or will, if not suppressed, burn for more than one day.

Marine Emergency Management Team (Marine EMT)	The Marine Emergency Management Team (Marine EMT) is a team of experts/personnel experienced in dealing with marine emergencies/casualties, and assembled to provide support and specialist advice to the control agency in managing such events within Victoria. The team will comprise a nominated representative of the Control Agency, the Water RERC and any other person with the specialist knowledge and/or resources to effectively and efficiently contribute to the resolution of the emergency.
Municipal Council (or Council)	The local government body for a municipal district.
Municipal District	The district under the local government of a council
Material Needs	Essential non-food items provided to emergency affected persons including clothing, bedding and other personal requisites.
Mitigation	Measures taken in advance of, or after, a disaster (emergency) aimed at decreasing eliminating its impact on society and the environment.
Municipal Emergency Co-ordination Centre (MECC)	A Municipal Emergency Co-ordination Centre (MECC) is a facility which brings together key agencies, to co-ordinate the provision of council and community resources during an emergency for the response and recovery effort. The MECC facilitates activities of key personnel from local and state government agencies, emergency services and others as required to assist.
Municipal Emergency Resource Officer (MERO)	A municipal appointee responsible to the municipal council for ensuring the coordination of municipal resources to be used in <i>emergency response</i> . [Act]
Municipal Emergency Response Co-ordinator (MERC)	A member of Victoria Police appointed to a municipal district as municipal emergency response co-ordinator [Act s. 13(1)].
Municipal Recovery Manager (MRM)	A municipal appointee responsible to the municipal council for ensuring the coordination of municipal resources to be used in <i>recovery</i> .
National Disaster Financial Assistance	The policy maintained and administered by the Department of Treasury and Finance under which local authorities such as municipal councils and catchment management authorities are reimbursed some of the expenditure they incur in emergency response and recovery for <i>natural disasters</i> .
Natural Disaster Relief and Recovery Arrangements (NDRRA)	The arrangements under which the Commonwealth Government financially assists the State Government to incur eligible expenditure for persons and organisations following <i>natural disasters</i> .
Natural Disasters	Those emergencies defined by the Commonwealth for the purpose of the <i>Natural Disaster Relief and Recovery Arrangements</i> . A natural disaster is a serious disruption to a community or region caused by the impact of a naturally occurring rapid onset event that threatens or causes death, injury or damage to property or the environment and which requires significant and coordinated multi-agency and community response. Such serious disruption can be caused by any one, or a combination, of the following natural hazards: bushfire; earthquake; flood; storm, cyclone, storm surge; landslide; tsunami; meteorite strike or tornado. (<i>NDRRA Determination 2012 Clause 2.1.1</i>)
Prevention	The elimination or reduction of the incidence or severity of emergencies and the mitigation of their affects. [Act]
Recovery	The assisting of persons and communities affected by emergencies to achieve a proper and effective level of functioning. [Act]
Recovery Agency	Means an agency having a role or responsibility under the State Emergency Recovery Plan or in the recovery arrangements.
Recovery Centre	A Recovery Centre is a building in which a coordinated process of support to affected communities in the restoration of their emotional, social, economic and physical well-being is provided

Region (Response and Recovery)	Defined areas of the state identified for emergency response and recovery purposes. These regions are common to the eight State Government regions (three metropolitan and five non - metropolitan). Some departments and agencies may use alternative regional boundaries to deliver normal services efficiently, however the State Government regions are maintained for emergency response and recovery. (Refer to Appendix 8 of EMMV)
Regional Controller	The role of the Regional Controller is to provide leadership and management across a series of emergency sites within a Victorian Government region. The Regional Controller operates regionally and may be appointed by the <i>State Controller</i> or self-initiated prior to State Control being established. (See also <i>Area-of-Operations Controller</i>)
Regional Emergency Response Co-ordinator	A commissioned officer of Victoria Police appointed for a Victorian Government region as Regional Emergency Response Coordinator. [Act s. 13(1)]
Regional Recovery Co-ordinator	The person appointed by the State Emergency Recovery Coordinator to carry out regional recovery planning and management functions.
Regional Recovery Plan	The emergency recovery plan prepared and maintained for each recovery region.
Regional Response Plan	The emergency recovery plan prepared and maintained for each response region.
Register Find Reunite	The Commonwealth/State arrangements for the recording details of evacuees and for handling inquiries about the location of registered persons.
Resource Supplementation	The provision of resources in emergencies to response agencies by other than their internal resource acquisition systems.
Response	The combating of emergencies and the provision of rescue and immediate relief services. [Act]
Response Agency	An agency having a role or responsibility under the State Emergency Response Plan or the response arrangements. Response agencies can be <i>control</i> or <i>support agencies</i> for different emergencies.
Response Coordinator	See <i>Emergency Response Coordinator</i> .
Security and Continuity Networks (SCN)	Security and Continuity Networks (SCN) are formal collaborative networks established for a number of key critical infrastructure sectors. The role as SCN is to: (a) advise the State Government on the status of security and emergency management, including business continuity, for that sector; (b) identify sector wide issues impacting on security and emergency management and opportunities for improvement.
Security and Emergencies Committee of Cabinet (SECC)	The Security and emergencies Committee of Cabinet (SECC), chaired by the Premier with key Ministers, oversees whole of government decision making during a large scale emergency.
Staging Area	A location designated and used during emergencies for the assembly of control or support personnel prior to deployment.
Stand-Down	The order given by the Regional or Municipal Emergency Response Coordinator that allows personnel to cease operations reflecting the termination of the emergency.
Standby	That period normally following alert when the Regional or Municipal Emergency Response Co-ordinator, or the Chief Officer of a control agency, believes that the occurrence or the effects of the emergency, are imminent. Members of the relevant agencies are placed on "Standby", thus being ready to respond immediately.
State Controller	The role of the State Controller is to provide strategic leadership for the response to emergency(s) across Victoria. This role is performed by a senior operational person from the control agency.
State Control Centre	See <i>control centre/command centre</i> .

State Emergency Management Team (SEMT)	The State Emergency Management Team (SEMT) may be formed in the event of a significant emergency involving a multi-agency response, by the State Controller (or representative) or the State Emergency Response Coordinator (or delegate/representative). The SEMT comprises senior representatives from response, recovery and other agencies. The function of the SEMT is to: (a) facilitate a discussion to enable agencies to develop a consistent situational awareness regarding the emergency(s); (b) identify and manage strategic risks and consequences, and (c) develop a plan outlining high level actions of all agencies.
State Police Liaison Officer (SPLO)	The State Police Liaison Officer is the Chief Commissioner of Police. The role of the State Police Liaison Officer is responsible (under the State Emergency Response Plan) for the coordination of activities of agencies having roles or responsibilities in relation to the response to emergencies.
State Recovery Coordinator	A Senior Officer of the Department of Health and Human Services, (appointed by the <i>Minister for Police and Emergency Services</i> as the coordinating agency for recovery) appointed by the Department as State Recovery Coordinator, to ensure the overall coordination of recovery in Victoria. The Department of Health and Human Services have responsibility for recovery up until 31/6/15, at which time responsibility will revert to Emergency Management Victoria.
Support Agency	An agency which provides services, personnel, or material to support or assist a <i>control agency</i> or <i>affected persons</i> .
Urban Search and Rescue (USAR)	USAR is a specialised technical rescue capability for location and rescue of entrapped people following a structural collapse.
Volunteer Emergency Worker	A volunteer worker who engages in <i>emergency activity</i> at the request (whether directly or indirectly) or with the express or implied consent of the chief executive (however designated), or of a person acting with the authority of the chief executive of an agency to which either the state emergency response or recovery plan applies. [Act]

Acronyms and Abbreviations

Abbreviation/ Acronym	Expansion
ASA	Airservices Australia
ADF	Australian Defence Force
ARCV	Australian Red Cross Victoria
ATSB	Australian Transport Safety Bureau
AV	Ambulance Victoria
BOM	Bureau of Meteorology
CCoV	Coroners Court of Victoria
CERA	Community Emergency Risk Assessment
CERM	Community Emergency Risk Management
CEO	Chief Executive Officer
CFA	Country Fire Authority
CMA	Catchment Management Authority
COY	City of Yarra
DEECD	Department of Education and Early Childhood Development
DELWP	Department of Environment Land Water and Planning
DHHS	Department of Health and Human Services
DOJ	Department of Justice
DPC	Department of Premier and Cabinet
DTF	Department of Treasury and Finance
DTPLI	Department of Transport, Planning and Local Infrastructure
DPCD	Department for Planning and Community Development
DVI	Disaster Victim Identification
EM	Emergency Management
EMLO	Emergency Management Liaison Officer
EMMV	Emergency Management Manual Victoria
EMPO	Emergency Management Planning Officer
EMT	Emergency Management Team
EMV	Emergency Management Victoria
EO-MEMPC	Executive Officer to the MEMPC
ERC	Emergency Relief Centre
ESTA	Emergency Services Telecommunications Authority
FERC	Field Emergency Response Coordinator
GIS	Geospatial information system
ICA	Insurance Council of Australia
ICC	Incident Control Centre
ICV	Islamic Council of Victoria
IMT	Incident Management Team
JEMP	Jewish Emergency Management Plan
MAV	Municipal Association of Victoria
MECC	Municipal Emergency Co-ordination Centre
MEMEG	Municipal Emergency Management Enhancement Group
MEMO	Municipal Emergency Management Officer
MEMP	Municipal Emergency Management Plan (also MEMPC)
MEMPC	Municipal Emergency Management Planning Committee
MERC	Municipal Emergency Response Coordinator
MERO	Municipal Emergency Resources Officer
MFB	Metropolitan Fire Brigade
MFESB	Metropolitan Fire & Emergency Services Board

MFPO	Municipal fire prevention officer
MRM	Municipal recovery manager
NDRRA	Natural Disaster Relief and Recovery Arrangements
NRIS	National Registration & Inquiry System
NWMR	North West Metropolitan Region
POC	Police Operations Centre (D24)
PTV	Public Transport Victoria
PV	Parks Victoria
Red Cross	Australian Red Cross Victoria
REMI	Regional Emergency Management Inspector
RERC	Regional Emergency Response Coordinator
SCC	State Control Centre
SEWS	Standard Emergency Warning Signal
SMEACS	Operational Briefing Format
SHERP	State Health Emergency Response Plan
SITREP	Situational Report
USAR	Urban Search and Rescue
VCC-EM	Victorian Council of Churches Emergency Ministry
VICPOL	Victoria Police
VICSES	Victoria State Emergency Services
YCC	Yarra City Council

11.3 Supporting documents

The following supporting documents are referenced in the MEMP and are stored in Council's Electronic Record Management System (TRIM):

Operational Procedures, Guidelines and Protocols	TRIM Number
OESC Practice Note – Operation of a MECC	D15/5666
NWMR Emergency Relief Centre Operational Guidelines	D14/144532
DHHS Emergency Relief Handbook – A Planning Guide	D14/169509
Protocol for Inter-Council Emergency Management Resource Sharing	D14/146955
NWMR Collaboration Memorandum of Understanding	D14/166543
MEMPC documentation distribution list	D15/1422
Council Financial Management of Emergencies Guide	D14/163079
Related Council Plans, Strategies, Policies and Procedures	TRIM Number
Council Plan 2017-2021	D17/41303
Business Continuity Management System	D16/147050
Yarra Environment Strategy	D16/171868
Yarra Climate Change Adaptation Plan	D13/70226
Public Health and Wellbeing Plan 2017 -2021	D17/41303
Risk Management Policy	D11/60027
Procurement Policy	D13/43840
Communications Media Policy	D12/81157
Local Area Traffic Management Policy	D14/79023
Emergency Management Position Statements and Checklists	D14/141275
24/7 Roster for MERO and MRM service continuity	D14/151931
Staff - Working In Excessive Temperatures Policy	D10/8319
Legislation & Statutory Guidelines	TRIM Number
Legislation	F14/4183
State guidelines and Federal Policies relating to EM	F14/4181