



SECONDARY IMPACT ASSESSMENT FRAMEWORK PART 3 - STANDARD OPERATING PROCEDURES

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BACKGROUND

These procedures have been developed as part of a State Municipal Emergency Management Enhancement Group (MEMEG) and Emergency Management Victoria (EMV) joint initiative.

The overarching framework outlines the coordination and delivery of secondary impact assessment (SIA) for the Victorian Local Government sector to enable the process to be undertaken by councils in a consistent manner.

STANDARD OPERATION PROCEDURES

A set of standard operating procedures have been developed as part of the guidelines, to inform activated personnel of the expected processes for each stage of secondary impact assessment. They are as follows:

SOP SIA01 ACTIVATION OF SECONDARY IMPACT ASSESSMENT

PURPOSE

The Emergency Management Manual Victoria (EMMV) specifies that Municipal councils are the lead agency at the local level for a number of relief and recovery activities, including the gathering and processing of information for secondary impact assessment. The purpose of this Standard Operating Procedure (SOP) is to outline the potential triggers and activation process for secondary impact assessment (SIA). This procedure should be applied in a scalable manner, based on the requirements of the emergency event and council business continuity needs.

APPLICABLE ROLES AND AGENCIES

- Emergency Management Coordination Group
- Emergency Management Liaison Officer
- The Department of Health and Human Services
- Municipal Emergency Response Coordinator
- Municipal Emergency Resource Officer
- Municipal Recovery Manager
- Secondary Impact Assessment Coordinator

PROCEDURE

The Municipal Recovery Manager is responsible for the activation of secondary impact assessment, during the early phases of an emergency event impacting on the local community.

1. The MRM will first be notified of an emergency (or potential emergency), normally by the Municipal Emergency Resource Officer (MERO).
2. The MRM is to establish if secondary impact assessment should be activated by assessing the below trigger points:
 - 2.1. Where an emergency poses a potential threat (from a neighbouring region or municipality).
 - 2.2. Where damage to a private residence or business has occurred (single or multiple incident).
 - 2.3. Where damage to council infrastructure or assets has occurred.

- 2.4. Where there is a possibility of displaced people.
- 2.5. Where there is disruption to essential services.
- 2.6. Where the Incident Controller has activated an Initial Impact Assessment process.
3. The decision may be made in consultation with the Department of Health and Human Services (DHHS).
4. Where the MRM decides that SIA is required, the MRM is required to:
 - 4.1. Discuss with the Emergency Management Coordination Group (EMCG).
 - 4.2. Notify DHHS (if not already involved).
 - 4.3. Notify the Incident Controller, Municipal Emergency Response Coordinator (MERC) and Emergency Management Liaison Officer (EMLO), (if in place).
 - 4.4. Activate the role of Secondary Impact Assessment Coordinator, outlined in SOP SIA2.

REFERENCES

Emergency Management Manual Victoria, Emergency Management Agency Roles (Part 7)

SOP SIA2 – Activating the SIA Coordinator

Municipal Recovery Manager Role Description

SOP SIA02 ACTIVATION OF SECONDARY IMPACT ASSESSMENT COORDINATOR

PURPOSE

The purpose of this Standard Operating Procedure (SOP) is to outline the process used for the activation of the Secondary Impact Assessment (SIA) Coordinator. This should only occur once the SOP SIA01 – Activation of Secondary Impact Assessment has been enacted.

APPLICABLE ROLES AND AGENCIES

- Emergency Management Coordination Group
- Emergency Management Liaison Officer
- Municipal Recovery Manager
- Secondary Impact Assessment Coordinator

PROCEDURE

To ensure the capture of secondary impact assessment data is effectively coordinated to inform relief and recovery requirements, the SIA Coordinator should be activated by the MRM as soon as secondary impact assessment has been triggered. This procedure however should be applied in a scalable manner, based on the requirements of the emergency event and council business continuity needs. For example, after a single incident event, the activation of a SIA Coordinator may not be required, with the role being absorbed by the MRM or other emergency management (EM) personnel.

SIA COORDINATOR ACTIVATION

1. The MRM will notify the SIA Coordinator of the activation of secondary impact assessment and request they attend the Municipal Emergency Coordination Centre (MECC), Council offices or municipal operations location as required per individual council process.
2. On arrival, the MRM is required to provide a briefing, the below prompts should be considered as part of preparation:
 - 2.1. Situation: Situational overview of the emergency event.
 - 2.2. Mission: Council's priority activities, including purpose of secondary impact assessment.

- 2.3. Execution: Secondary impact assessment data and reporting requirements (may be informed through discussions with DHHS) and information relating to any pre-planning already completed.
 - 2.4. Administration: Including access to internet, telephone and all other required systems, plus passwords and the correct level of access to the emergency management system, the event name, document management arrangements, and other logistics (meals, accommodation etc.)
 - 2.5. Command and Communications: Overview of the EMCG and/or municipal operations team and command structure. Contact details of the EMLO and the activated Incident Control Centre (ICC) in order to obtain initial impact data (IIA) from the incident controller (IC), Emergency Relief and/o Emergency Recovery Centre (ERC) Managers and others partners and agencies who have already proceeded with assessments.
 - 2.6. Safety: Known safety related issues including confirmation of requirements prior field deployments.
 - 2.7. Questions.
3. Once briefed, the SIA Coordinator is to commence SIA Planning as outlined in SOP SIA03 - Secondary Impact Assessment planning.

REFERENCES

SOP SIA01 – Activation of Secondary Impact Assessment

SOP SIA03 – Secondary Impact Assessment Planning

Municipal Recovery Manager Role Description

Secondary Impact Assessment Coordinator Role Description

SOP SIA03 SECONDARY IMPACT ASSESSMENT PLANNING

PURPOSE

1. The purpose of this Standard Operating Procedure is to outline the process used for the planning of secondary impact assessment, with one or multiple teams. SIA Planning is:
 - Essential to ensure the structure of the SIA Team(s) is appropriate to the emergency size and situation.
 - Essential to conduct before the deployment the SIA Field Team(s) and Team Leader (if applicable), to ensure they have the right tools to collect SIA data in a consistent manner.
 - Essential to ensure all safety measures have been considered and the team is deployed fully prepared.

APPLICABLE ROLES AND AGENCIES

- Emergency Management Liaison Officer
- Municipal Association Victoria
- Municipal Recovery Manager
- Secondary Impact Assessment Coordinator
- Secondary Impact Assessment Team Leader
- Secondary Impact Assessment Field Team Member

PROCEDURE

2. The MRM is to ensure that (some tasks may be delegated to the SIA Coordinator or Administration Officer as per roles statements):

2.1. Set up an SIA Database or create an event (if not already in place) in the council emergency management system.

2.2. Consult with the EMLO to ensure they work with the ICC to:

- Request, collect and consolidate IIA from the relevant agency who conducted it, including where possible the Shape File of the emergency footprint from the 'Mapping' team within the ICC.
- Request data from other agencies and partners, where they have already conducted a secondary impact assessment.
- Coordinate secondary impact assessment activities of agencies and partners that are also planning assessments.

2.3. Consult the ERC Manager (if in place) to:

- Request and consolidate relevant SIA data and information obtained at the ERC(s).

2.4. Where data is available and the system allows, preload IIA Data, including the Shape File.

2.5. Consult internal council GIS personnel to upload the Shape File or footprint overlay of the emergency to:

- Understand zoning where council is responsible for data collection which includes private property, businesses, municipal infrastructure and land, such as active spaces and parks.
- Define sectors and sector map requirements (including data layers and key to depicting status of property assessments – e.g. complete, in progress, not yet assessed).
- Load rate payer and council asset data that corresponds with the footprint of the emergency.

2.6. Plan the size, structure, skill set and kit requirements of SIA team(s) based on the collated impact data and GIS material, timeframes for assessment, sectors requiring field assessment and sectors that could be assessed via telephone contact (e.g. those that are not yet accessible).

2.7. Where a SIA Team Leader is not appointed, a person within each SIA Team should be identified as the leader, primarily for the purposes of being a key contact for things such as OHS and data collation.

2.8. Plan the start date and time of SIA teams.

2.9. Identify the scale (numbers) and structure of the team(s) required, with reference to the Supporting Document SD SIA11 - Team Planning.

2.10. Inform the MRM of all arrangements and planning.

3. The MRM is required to:

- 3.1. Amend as needed and approve the SIA approach, including team structure developed by the SIA Coordinator.
- 3.2. Ensure team members are assigned and activated in a timely manner in order to commence secondary impact assessment.
- 3.3. Ensure sectors are assigned to each team based on the assigned member's local knowledge, skill set and the particulars of the impact.
- 3.4. Activate Collaboration/Partnership regional resource sharing arrangements if needed in order to fulfil the team requirements.
- 3.5. Activate the Municipal Association Victoria (MAV) '**Protocol for inter-council resource sharing**' if needed in order to fulfil the team requirements.
- 3.6. Ensure all planning is complete and notice has been received that the Incident Controller has authorised access, before any team is deployed.
- 3.7. Establish reporting expectations as early as possible with relevant parties including DHHS, the regional recovery manager and Council's Leadership Team.

SIA EQUIPMENT AND KITS

4. The SIA Coordinator will ensure the SIA Kits and equipment preparation is undertaken, by confirming:

- 4.1. A SIA Team Deployment Kit is packed per team, using SD SIA02 – Team Deployment Checklist.
- 4.2. All required Personal Protective Equipment (PPE) is sourced (see SD SIA03 for suggested items) and allocated to each team member.
- 4.3. Mobiles Phones and Tablets are charged and have been tested.
- 4.4. A device for photography, is assigned and tested.
- 4.5. Tablet(s) are configured with the offline access to the council emergency management system, and then tested (if available to the council).

** Some councils may pre-prepare SIA Kits, but often this will need to be conducted at the time, in response to the type of emergency.*



REFERENCES

Part 1 – Secondary Impact Assessment Guidelines

SOP SIA01 – Activation of Secondary Impact Assessment

Municipal Recovery Manager Role Description

Secondary Impact Assessment Coordinator Role Description

SIA Administration Officer Role Description

SD SIA02 – Team Deployment Checklist

SD SIA03 – Personal Protection Equipment

SD SIA11 – Team Planning

SOP SIA04 SECONDARY IMPACT ASSESSMENT PRE-DEPLOYMENT TEAM BRIEFING

PURPOSE

The purpose of this Standard Operating Procedure (SOP) is to outline the process to undertake the pre-deployment SIA team briefing. This should only occur once the SOP SIA3 – Secondary Impact Assessment Planning has been completed. It should also be noted that staff who will be carrying out secondary impact assessment via phone should also be briefed concurrently to SIA field staff.

APPLICABLE ROLES AND AGENCIES

- Municipal Recovery Manager
- Secondary Impact Assessment Coordinator
- Secondary Impact Assessment Team Leader
- Secondary Impact Assessment Field Team Member

PROCEDURE

1. The SIA Coordinator is required to prepare the following before the pre-deployment briefing begins:
 - 1.1. Information in the format of a SMEACS-Q report (SD SIA01).
 - 1.2. A Team Deployment Plan (SD SIA04) is prepared for each SIA Team, which each member having their own copy.
 - 1.3. Ensure the allocation of council vehicles.
 - 1.4. Set up of rostering within the Emergency Management System and if in use, the Staff Deployment register.
 - 1.5. Ensure all SIA Teams are scheduled to attend the Pre-Deployment Briefing.
2. The SIA Coordinator is also required to inform the MRM of all arrangements and planning.

SIA TEAM PRE-DEPLOYMENT BRIEFING

3. Once the preparation is complete, the MRM assisted by the SIA Coordinator will conduct the pre-deployment briefing, which is to include:

- 3.1. Run through of the SMEACS-Q Report. There should be an emphasis on the purpose of SIA and its role in informing urgent and immediate needs of individuals as well as medium to longer term recovery programs.
- 3.2. Explanation of the Deployment Plan(s) for each team(s) as per SD SIA04, which will include, but is not limited to:
 - Members of each team and the sector or the location of properties/council assets/businesses etc. within the sector that require assessment.
 - Details the vehicles that have been allocated and the process for use and return, including refuelling and maintenance arrangements.
 - Situation - Weather conditions, community details, demographics etc.
 - Schedule for the day including breaks, when to return to the MECC and debriefing.
 - Details of the command structure. Where contractors or staff from other councils are assisting, this will be essential. It should be noted that also if Personal Support personnel should focus on providing psycho-social support as oppose to data collection, e.g. listening to people's stories, providing a copy of the information packs and referrals.
 - Essential contact numbers.
 - Applicable hazards and potential safety concerns including details of the emergency evacuation point(s) e.g. rendezvous or muster point as well as in-field contact details (usually Victoria Police) for site coordination and access.
- 3.3. Detail the process for filling in the Staff Deployment Register (SD SIA05) and expectations around its use.
- 3.4. Establish communication lines between the SIA Field Team Leader and SIA Teams with the MECC/MRM and clear expectations when it is critical for the SIA Team(s) to communicate back to the SIA Coordinator e.g. escalating safety and/or other issues.
- 3.5. Clarify and activate the data collection and collation process (SOP SIA5). This discussion should include the importance of consistency when collecting data, importance of clear hand writing where paper based systems are used and to ensure the data dictionary is referred to when the assessor requires clarification.
- 3.6. Stress the importance of adhering to OHS requirements and wellbeing issues that they are likely to face.
- 3.7. Outline the use of photography and expectation of what to record (SD SIA08).
- 3.8. Answer questions and ensure the team(s) feel ready for deployment.



REFERENCES

SOP SIA01 – Activation of Secondary Impact Assessment

SOP SIA03 – Secondary Impact Assessment Planning

SOP SIA05 – Secondary Impact Assessment Data Collection

SD SIA01 – SMEACS-Q Report

SD SIA04 – Staff Deployment Plan

SD SIA05 – Staff Deployment Register

SD SIA08 – Photography

SOP SIA05 SECONDARY IMPACT ASSESSMENT DATA COLLECTION

PURPOSE

The purpose of this Standard Operating Procedure (SOP) is to outline the process to collect secondary impact assessment data in a consistent manner. The procedure outlines in field, ERC and phone contact assessments. Data collection should only occur once the SOP SIA4 – Secondary Impact Assessment pre-deployment briefing is complete.

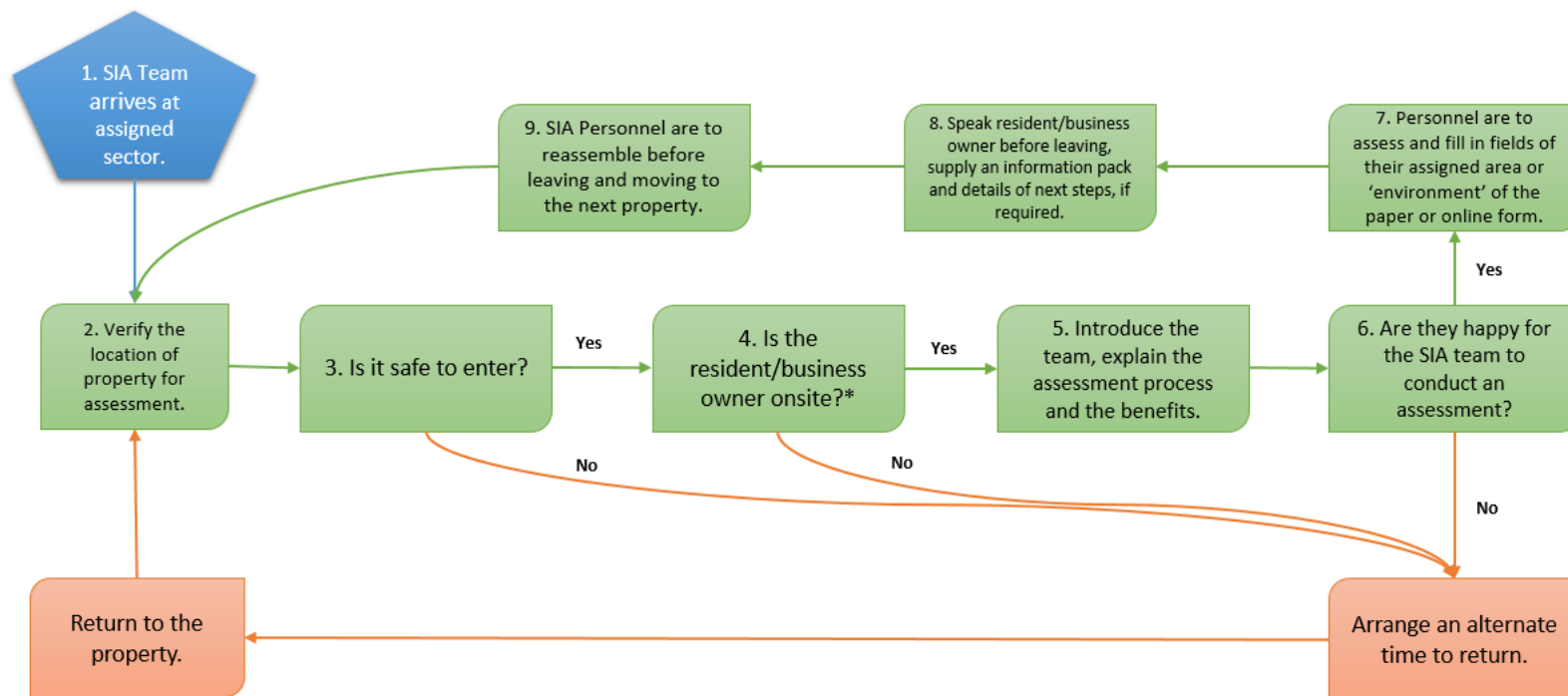
The collection of SIA data in the field should never be undertaken until the Incident Controller has authorised access for SIA personnel to enter.

APPLICABLE ROLES AND AGENCIES

- Municipal Recovery Manager
- Secondary Impact Assessment Coordinator
- Secondary Impact Assessment Team Leader
- Secondary Impact Assessment Field Team Member
- Personal Support Personnel

PROCEDURE

1. **The aim of the data collection process is to collect loss and damage information of properties, municipal assets, businesses, the natural environment as well as the needs of individuals and impacted communities.**
2. Discretion should be used at all times to consider the safety and wellbeing of the SIA Team, residents, business owners and the broader community. Discretion should also be used to determine the extent of information collected at any time.
3. All SIA assessors are also required to use the figure 1.0 to assist data collection operations in the field where they are entering a private residence or business:



** If the resident or business owner is not onsite, some SIA may still occur e.g. An EHO or Built assessment.*

FIGURE 1.0 DATA COLLECTION DECISION TREE.

DATA COLLECTION IN THE FIELD

12. If on arrival at an allocated location the gates are closed, entry is prohibited or it's considered unsafe to enter, move onto the next location of assessment.
13. Each assessor within the SIA Team is to be clear on which data fields they will be collecting, for example the Environmental Health Officer 'EHO' section.
14. Each assessor should then fill in the fields, either on paper or a tablet, using the below guidelines:
 - 14.1. Start by filling out, confirming existing or completing missing details (if details have been pre-loaded) of the 'Administration' details.
 - 14.2. Use the Data Dictionary (Part 6 of these guidelines) when unsure of how to assess a certain question or interpret a field.
 - 14.3. Leave fields blank if unsure, make notes in order to clarify these fields during the debrief or with the SIA Team leader/SIA Coordinator directly.
 - 14.4. Ensure use of photography (SD SIA08) as per pre-deployment briefing.
 - 14.5. If speaking directly with a resident or business owner, the assessor should decide if the digital entry of data may hinder the ability to develop rapport. If this is felt to be the case, move to using a paper template.
 - 14.6. Where using a paper form still inhibits the ability to build rapport, consider having a member of the team act as a communicator and another to record, so that one person can develop rapport and listen to the affected person's story, whilst the other person can record information.
15. Where paper templates are in use, assessors are required to:
 - 15.1. Ensure each page of a property assessment is stapled or secured together in one bundle and then stored securely.
 - 15.2. Submit the completed data collection templates to the SIA Team Leader/SIA Coordinator at the agreed time(s) in the pre-deployment debrief.
 - 15.3. Immediately phone through details of property where urgent follow up is required (e.g. injured animals).
16. Each assessor may be able to work independently on different areas of the property, with the permission of the resident or business owner.

SAFETY IN THE FIELD

17. The SIA team should not split up once deployed, to ensure:

- 17.1. The SIA Coordinator and/or SIA Team Leader has accurate data on the location that each team is deployed to, which may be essential if communications are lost or conditions change.
 - 17.2. The risk of unplanned multiple visits to the same property by the same team is mitigated.
18. The SIA Team is required to wear PPE at all times relative to the hazards.
19. All SIA team members are required to report OHS incidents to their SIA Coordinator and OHS officer on duty, as soon as practicable.

TEAM

20. **Where it becomes apparent that some assessments are timed differently within the team, i.e. the ‘Built’ assessment is quicker than a ‘Social’ assessment. The SIA Team Leader/SIA Field Assessors are required to discuss this feedback at the daily debrief.**
21. The SIA Coordinator is responsible for making recommendations relevant to the need for a restructure of the team for greater efficiency, or if the mode of assessment can be split up, i.e. a Social assessment via phone.

The MRM in consultation with the SIA Coordinator is ultimately responsible for determining what is most important for the community in this decision. It is often not the number of visits, but the number of times the resident or business owner must repeat their story and needs (assessment fatigue) that may cause the most stress. It’s also important to note that the property may have already had other agencies and partners visit prior to the council coordinated secondary impact assessment.

DATA COLLECTION VIA PHONE

24. Where it’s necessary for an SIA team member to collect data from residents or business owners via phone communication, they are required to:
- 24.1. Where possible, enter data straight into the emergency management system.
 - 24.2. Once contact is made, introduce themselves, the council, the reason for the call and the benefits of the assessment.

- 24.3. Refer to the Data Dictionary (Part 6 of these guidelines) when there is uncertainty around how to assess a certain question or interpret a field.
- 24.4. Leave fields blank if uncertain, make notes in order to clarify questions in the debrief or directly with the SIA Coordinator.
- 24.5. If it is determined to be an inappropriate time for an assessment, note when and how the assessment is best conducted at another time.
- 24.6. Leave a message (if possible) with a return phone number, if the resident or business owner does not answer the call. The message should outline the purpose of the call and a positive benefit of the assessment to encourage a call back. Note to follow up if a return call is not received.
- 24.7. Where a phone assessment cannot be utilised to complete the data set i.e. EHO or Built assessments, arrange a time and date with the resident or business owner that they will accept an assessor onsite.
- 24.8. Where paper templates are used, the assessor is to supply these to the SIA Coordinator at the agreed upon times.

DATA COLLECTION VIA EMERGENCY RELIEF OR RECOVERY CENTRE

- 25. Where it's necessary for an SIA team member to collect data from residents or business owners via the Emergency Relief or Recovery Centre, they are required to:
 - 25.1. Where possible, enter data straight into the emergency management system.
 - 25.2. Before starting an assessment, explain the reason and the benefits of the assessment.
 - 25.3. If it is determined to be an inappropriate time for an assessment, note when and how the assessment is best conducted at another time.
 - 25.4. Refer to the Data Dictionary (Part 6 of these guidelines) when there is uncertainty around how to assess a certain question or interpret a field.
 - 25.5. Leave fields blank if uncertain, make notes in order to clarify questions in the debrief or directly with the SIA Coordinator.
 - 25.6. Arrange a time and date with the resident or business owner to have an assessor onsite, where the ERC fact to face assessment cannot be utilised to complete the data set i.e. EHO or Built assessments.
 - 25.7. Where paper templates are used, the assessor is to supply these to the SIA Coordinator at the agreed upon times.
 - 25.8. Finalise the assessment by giving the resident an information pack.



REFERENCES

Part 6 – Impact Assessment Data Dictionary

SOP SIA04 – Secondary Impact Assessment Pre-Deployment Team Briefing

SD SIA06 – Resident Information Pack

SD SIA08 – Photography

SOP SIA06 SECONDARY IMPACT ASSESSMENT DATA COLLATION

PURPOSE

The purpose of this Standard Operating Procedure (SOP) is to outline the process to collate secondary impact assessment data. The procedure outlines both in field, ERC and phone contact assessment. Data collection in the field should only occur once the SOP SIA4 – Secondary Impact Assessment pre-deployment briefing is complete.

APPLICABLE ROLES AND AGENCIES

- Secondary Impact Assessment Coordinator
- Secondary Impact Assessment Team Leader
- Secondary Impact Assessment Field Team Member

PROCEDURE

1. The SIA coordinator is required to collate the data collected by the SIA Field Team(s), below is the process where paper templates are in use:
 - 1.1. The SIA team(s) will supply completed data collection templates to the SIA Field Team Leader (if in place), at the time(s) agreed upon in the pre-deployment debrief.
 - 1.2. The SIA Field Team Leader (if in place) will liaise directly with the SIA Coordinator located at the MECC/operations location to provide collated field data via completed SIA data collection templates, as shown below:
2. Where an SIA Team Leader is not in place, Teams will supply the SIA Coordinator with completed data collection templates individually.
3. Where paper templates are in use for Phone or ERC SIA, the same process applies for collation.
4. Teams and the Team Leader should make an effort to prioritise the forms when supplying them for collation, so that those requiring quick follow up are entered first (this will assist to reduce the impact of delays in data entry on priority cases).

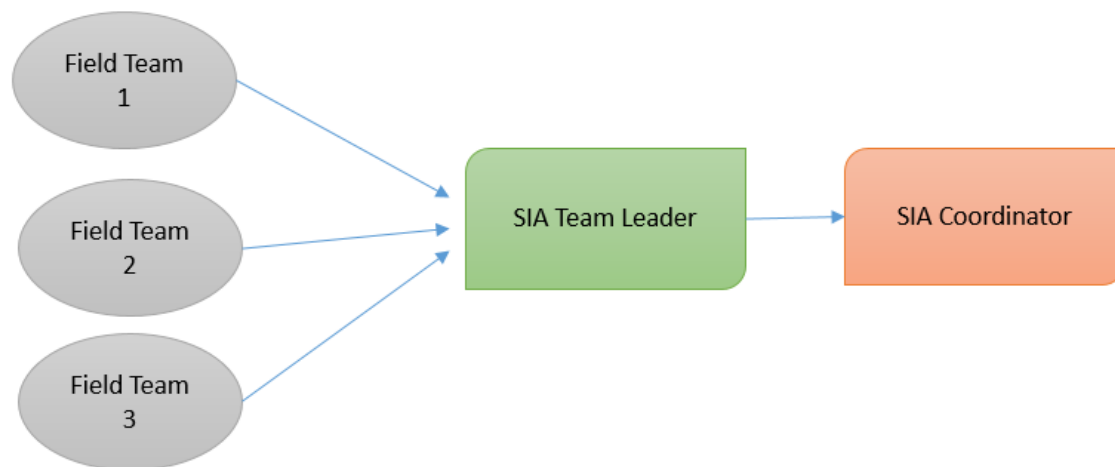


FIGURE 2.0 COUNCIL SIA DATA COLLATION PROCESS

5. The MRM in conjunction with DHHS, is required to ensure SIA data which has been collected by other agencies and partners is also collated before the conclusion of secondary impact assessment.

REFERENCES

- SOP SIA01 – Activation of Secondary Impact Assessment
- SOP SIA03 – Secondary Impact Assessment Planning
- Secondary Impact Assessment Coordinator Role Statement
- Secondary Impact Assessment Team Leader Role Statement
- Secondary Impact Assessment Field Team Member Role Statement

SOP SIA07 SECONDARY IMPACT ASSESSMENT TEAM DEBRIEF

PURPOSE

The purpose of this Standard Operating Procedure (SOP) is to outline the process to undertake the SIA team debrief. This will be applicable for the end of each day of SIA activity and at the conclusion of an SIA activation. The purpose of debriefing is to give the SIA team the opportunity to reflect on their experience, easily access personal support services and discuss lessons learnt that can be imbedded into future processes.

APPLICABLE ROLES AND AGENCIES

- Municipal Recovery Manager
- Secondary Impact Assessment Coordinator
- Secondary Impact Assessment Team Leader
- Secondary Impact Assessment Team Field Team Member(s)
- Other staff as deployed per role statements e.g. GIS Officer

PROCEDURE

DAILY SIA TEAM DE-BRIEFING

1. SIA Teams are required to assemble at the MECC or allocated operations location at the pre-arranged time to debrief after each day. This is to be considered a 'Hot' debrief that will include discussion of the operations. The intent is to have a short discussion of the main issues from the day as well as lessons learned that can immediately be recorded to inform next day deployments. It is also an opportunity to check on the overall wellbeing of the personnel involved and provide personal support services.
2. The MRM is required to ensure (often through delegation to the SIA Coordinator):
 - 2.1. All required staff are in attendance before beginning the debrief.
 - 2.2. The debrief is conducted using the SIA Daily Debrief template as a guide (SIA SD09).

- 2.3. That the SIA Team is reminded of what personal support services are available and how to access them.
- 2.4. Discuss any staff change over and the time and date of the next pre-deployment debrief (if redeployment is necessary).
3. The SIA Team Leader/Team members are required to communicate the following during the debrief:
 - 3.1. Where SIA data fields are missing or incomplete, allowing the SIA Coordinator to determine the best approach to collecting the data at alternate time.
 - 3.2. Priority properties for follow-up and nature of follow-up.
 - 3.3. Properties that are considered a safety concern.
 - 3.4. Where the SIA Kit require replenishing or extra items.
4. Once the debrief has concluded, the SIA Coordinator is required to ensure:
 - 4.1. That the SIA kits are replenished.
 - 4.2. That the progress of secondary impact assessment is recorded, marking properties completed, in progress or not yet actioned. This may be on a map (working with the GIS officer) or a list.
 - 4.3. That a report is developed that outlines the properties that still require assessment and which team they are allocated to, in readiness for the next day's deployment. In the absence of a system that can produce this, the debrief should yield this type of information.

POST OPERATIONS SIA TEAM DE-BRIEFING

5. At the conclusion of an SIA activation, the MRM is to ensure (often with the assistance of the SIA Coordinator) a post operational debrief is scheduled, allowing additional time to reflect on the entire process.
6. SIA Teams are required to assemble at the pre-arranged location and time for debrief.
7. The MRM is then required to ensure:
 - 7.1. All required staff are in attendance before beginning the debrief, which will be anyone deployed or conducting SIA via phone or the ERC.
 - 7.2. The debrief is conducted using the Post Operation SIA Team Debriefing Template (SIA SD10) as a guide.
 - 7.3. That the SIA Team is reminded of what personal support services are available and how to access them.



REFERENCES

Municipal Recovery Manager Role Statement

Secondary Impact Assessment Coordinator Role Statement

SIA SD09 – Daily Team SIA Debriefing Template

SIA SD10 – Post Operation SIA Team Debriefing Template

ACRONYMS

Term	Description
AAR	After Action Review (this term is often used interchangeably for a debrief)
DHHS	The Department of Health and Human Services
EHO	Environmental Health Officer
EM	Emergency Management
EMCG	Emergency Management Coordination Group
EMLO	Emergency Management Liaison Officer
EMMV	The Emergency Management Manual Victoria
EMV	Emergency Management Victoria
ERC	Emergency Relief and/or Recovery Centre
GIS	Geographic Information System
IC	Incident Controller
ICC	Incident Control Centre
IIA	Initial Impact Data
MAV	Municipal Association Victoria
MECC	Municipal Emergency Coordination Centre
MEMEG	Municipal Emergency Management Enhancement Group
MEMO	Municipal Emergency Management Officer (nee MERO)
MERC	Municipal Emergency Response Coordinator
MERO	Municipal Emergency Resource Officer (now MEMO)
MRM	Municipal Recovery Manager
OHS	Occupational Health and Safety
PPE	Personal Protective Equipment
SIA	Secondary Impact Assessment
SMEACS-Q	Situation, Mission, Admin, Command & Communication, Safety and Questions
SD	Supporting Document
SOP	Standard Operating Procedure