

LEVEL 2 AIIMS COURSE

Australasian Inter-service Incident
 Management System

Training Course

Pre-Course Information



Duration: 40 hrs

Type	Level 2 AIIMS Pre-course information		Revision Dates	1st Release	Amended
Version	1.0		01/06/2008	01/06/2008	01/06/2008
Subject	Level 2 AIIMS: Pre-course Information	Location	C:\James\EIMS\Pre-course Information to participants		
This document was current at the time of email/printing.			Last Printed 29/04/2011 09:59		

Introduction

Welcome to the Level 2 Australasian Inter-service Incident Management System (AIIMS) Course. This document included information concerning the content of the course and the assessment process.

What is the goal of this training?

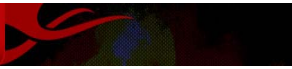
The goal of this training is to provide you with the knowledge and skills to perform the role of an Incident Controller, Planning Officer, Logistics Officers and Operations Officer at a Level 2 Incident.

What is the background of this course?

AIIMS is a management framework for emergencies and is owned under copyright by the Australasian Fire Authorities Council (AFAC). The various land management agencies, fire services, State Emergency Services and many other organisations utilise AIIMS for incident management. From 2002 to 2004, AIIMS underwent a two-year review, which involved an extensive national survey and a detailed analysis of findings. The agreed revised system is explained in *The Australasian Inter-service Incident Management System - A Management System for any Emergency, Third Edition 2004*, which forms the backbone of the Two Day AIIMS Course.

It has been recognised that the 2 Day AIIMS course is an introduction, and further knowledge and skills to apply AIIMS in an operational context and undertake specific roles within the AIIMS framework is required. The Level 2 AIIMS units were introduced into the Public Safety Training Package in January 2011. This Level 2 course has been designed to assist in providing the knowledge and skills required to apply AIIMS in a operational context.

This 5 day Level 2 AIIMS Course encompasses four units within the Public Safety Training Package; consisting of the competencies required to control a multi-team response to an incident and perform the roles of an Incident Controller, Planning Officer, Logistics Officers and Operations Officer at a Level 2 Incident.



Level 2 incidents are complex either in size, resources or risk. They are characterised by the need for:

deployment of resources beyond initial response

OR

sectorisation of the incident

OR

establishment of functional sections due to the levels of complexity (e.g. operations and planning)

OR

a combination of the above.

How will this course be taught?

The Level 2 AIIMS course is designed to be led by a facilitator in a *workshop* situation. A number of learning strategies will be used throughout training including case studies, group work and activities that draw upon the experiences of participants in actual emergency situations.

Participants who have successfully completed this course will be eligible to receive a Statement of Attainment listing the successful completion of the following units within the Public Safety Training Package:

PUAOPE018A Control a Level 2 incident

PUAOPE023A Manage operations for a Level 2 incident

PUAOPE022A Manage logistics for a Level 2 incident

PUAOPE025A Manage planning for a Level 2 incident

Who is this course intended for?

The Level 2 AIIMS course has been developed for organisations which have adopted or intend to adopt AIIMS and their personnel who may be required to:

- perform a role within AIIMS or assist in a support capacity
- be informed on its underpinning principles and processes.

What will I learn at the end of this course?

- Please refer to an outline of the Units' Criteria within the Assessment section of this document.

What are the pre-requisites for this course?

There are no pre-requisites for this course.

What is the duration of this course?

The estimated duration of this course is 40 hours or 5 working days.

What materials will I need for this course?

For this training, you will need:

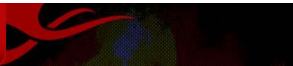
- Learning Manual
- This Activity Workbook containing materials required by participants who attend this training.

(These will be provided to you on the first day of class).

Program Outline:

DAY 1

Session	Session Title	Duration	Start Time
	Getting Started	20 mins	0900 hrs
1	Introduction to Incident Control (Incident Control defined)	2 hr 15	0920 hrs
	MORNING TEA	15 min	1135 hrs
2	Incident Control Function	1 hr 20 mins	1150 hrs
	LUNCH	40 mins	1310 hrs
2 continued	Incident Control Function	1 hrs 25 mins	1350 hrs
	AFTERNOON TEA	15 min	1515 hrs
3	Incident Control function Desk-top Activity:	1 hr 30 mins	1530
3	Emergency Legislation	1 hr	1600
	END OF DAY ONE		1700 hrs



DAY 2

Session	Session Title	Duration	Start Time
	Review Day 3	20 mins	0900 hrs
4	Operations	2 hr 15mins	0920 hrs
	MORNING TEA	15 min	1135 hrs
4	Operations Function continued	1 hr 20 mins	1150 hrs
	LUNCH	40 mins	1310 hrs
5	Planning Function	1 hrs 25 mins	1350 hrs
	AFTERNOON TEA	15 min	1515 hrs
5	Planning function cont:	2 hr 30 mins	1530
	END OF DAY TWO		1700 hrs

DAY 3

Session	Session Title	Duration	Start Time
	Review Day 1	20 mins	0900 hrs
6	Planning	2 hr 15mins	0920 hrs
	MORNING TEA	15 min	1135 hrs
6	Planning Function	1 hr 20 mins	1150 hrs
	LUNCH	40 mins	1310 hrs
7	Logistics Function	1 hrs 25 mins	1350 hrs
	AFTERNOON TEA	15 min	1515 hrs
7	Logistics function cont: (incl: Logistics talk)	2 hr 30 mins	1530
	END OF DAY THREE		1700 hrs

DAY 4

Session	Session Title	Duration	Start Time
	Review Day 2	20 mins	0900 hrs
8	Logistics function	2 hr 15mins	0920 hrs
	MORNING TEA	15 min	1135 hrs
8	Logistics Function continued	1 hr 20 mins	1150 hrs
	LUNCH	40 mins	1310 hrs
9	Exercise Train Wreck	1 hrs 25 mins	1350 hrs
	AFTERNOON TEA	15 min	1515 hrs
9	Exercise Train Wreck cont:	2 hr 30 mins	1530
	END OF DAY FOUR		1700 hrs

DAY 5

Session	Session Title	Duration	Start Time
	Review Day 4	20 mins	0900 hrs
10	IMT Assessment	2 hr 15mins	0920 hrs
	MORNING TEA	15 min	1135 hrs
10	IMT Assessment	1 hr 20 mins	1150 hrs
	LUNCH	40 mins	1310 hrs
10	IMT Assessment	1 hrs 25 mins	1350 hrs
	AFTERNOON TEA	15 min	1515 hrs
10	IMT Assessment De-briefing	30 mins	1530 hrs
	Course De-briefing	1 hr	1600 hrs
	END OF DAY FIVE		1700 hrs

Assessment Guide

LEVEL 2 AIIMS COURSE

Assessment – Learners Resource

Purpose of this Guide

The purpose of the Assessment Guide is to provide you with information on the strategies which will be used to assess your achievement of the learning outcomes of the Level 2 AIIMS course. The suggested strategies are designed to assist the assessor in collecting evidence and to:-

- Give you feedback on the level of your understanding of the principles of AIIMS and the corresponding IMT roles.
- Assist you to identify development needs, if required
- Provide feedback to the assessor regarding the assessment process and the assessment tools used

Assessment Process

The process of collecting evidence and making judgements on whether a competency or learning outcomes have been achieved must adhere to the principles and quality standards specified under the Australian Quality Training Framework (AQTF).

Principles of Assessment

Assessment for the AIIMS course must be consistent with *Standard 1* of the *Australian Quality Training Framework – Standards for Registered Training Organisations*, i.e. ‘assessment processes shall be valid, reliable, flexible and fair’. These principles must be applied in the development of assessment tools and in the conduct of assessment for this course as follows:-

- | | |
|-------------------|--------------------------------------------------------------------------------------------------------|
| Valid - | The assessment tool actually assesses what it claims to assess and what it has been designed to assess |
| Reliable - | The assessment process can reliably and consistently be reproduced |
| Flexible - | Assessors are capable of taking a flexible approach to the gathering and assessment of evidence |
| Fair - | Process and procedures are in place to assist in making the assessment process equitable and inclusive |

Quality assessment processes should also include:-

- Active involvement of participants in the assessment process
- Specific targeting of the evidence that participants are required to demonstrate or provide
- Defined procedures for how assessment decisions are made
- Constructive advice and feedback to participants of the outcomes of assessment

Role of the Participant

Participants are encouraged to:-

- Attend all sessions in the AIIMS training program (unless a RPL submission has been accepted)
- Lead or participate actively in group discussions and presentations during the training
- Record appropriate notes and answers to questions in the *Activity Workbook*
- Complete all assessment tasks and submit them by the deadlines prescribed
- Provide feedback to the facilitators and course organisers to help improve the design and delivery of the Level 2 AIIMS training

Assessment Strategy

The suggested assessment strategy for this course will require you to complete two assessment activities. These are:-

1. Multiple-Choice/Written Assessment
2. Written Assignment
3. IMT Assessment
4. Supervisor Review

Each component of the assessment strategy provides the assessor with a particular perspective on your achievement of the learning outcomes of this training program.

Assessment Activities

1. Multiple-Choice/ Written Assessment

The multiple-choice test gives an indication of the *breadth* of your knowledge of the training content. This test covers the main content areas of the AIIMS training program.

You must receive 80% to be deemed competent in this assessment.

2. Written Assignment

The purpose of the written assignment is to provide you with the opportunity to demonstrate the depth of your understanding of the course content by applying the principles and concepts covered in the training.

The written assignment is based on an Emergency Incident (Cyclone) at a Mining Community. You are provided briefings to set the scene; the information contained in the briefings must be used as a guide when answering the questions. You are instructed to answer the Questions in relation to the perspective of the role (each question will have one or multiple abbreviations alongside the question). You are instructed to place yourself in the role of an Incident Controller, Planning Officer, Logistics Officer and Operations Officer who is responding to this incident.

To ensure fairness in the assessment process and to assist in the administration of the assessment, a date will be set as a deadline for the submission of completed assignments. Any extension of the deadline will require the submission of a formal request explaining the reasons for the request for extension and should be negotiated between yourself and the assessor.

In preparing the written assignment the assessor should consider:-

- **Completion of Tasks:** How well has the student covered the tasks or points required in the assignment?
- **Application of Concepts and Principles:** How well have the student understood and applied Incident Management concepts and principles in your analysis of issues?
- **Structure and Organisation:** How well has the student organised and presented information and ideas? Is there a logical sequence to the content? Are ideas easy to follow?
- **Language:** Is the students' language clear, logical and straightforward? Is Incident Management terminology used appropriately?

3. Incident Management Team (IMT) Assessment

The Incident Management Team exercise assesses the individual's knowledge and skills to control, manage and plan the response to a level 2 incident(s).

The IMT exercise will follow the traditional format of an Emergency Management Exercise (Emergency Operations Centre). Scenarios (scenarios) will be provided by the way of actors communicating on the phone and in person. The exercise phases and the tasks provided to you and your fellow students are focused on providing you the opportunity to satisfactorily perform the unit(s) criteria. These assessment tasks are linked to criteria, knowledge, skills and critical aspects with the four units, PUAOPE018A Control a Level 2 incident, PUAOPE022A Manage logistics for a Level 2 incident, PUAOPE023A Manage operations for a Level 2 incident and PUAOPE025A Manage planning for a Level 2 incident.

The class is split into Five groups consisting of Planning, Logistics, Operations, Incident Control and Liaison/Safety.

Each group will consist of between 3 to 5 students depending on the size of the class.

During the exercise you will be assessed both as a team member and as an individual. You will each have an opportunity to perform the role of Incident Controller, Planning Officer, Logistics Officer and Operations Officer or the Deputy position within each of these roles.

IC: Incident Controller
PO: Planning Officer
LO: Logistics Officer
OO: Operations Officer

The duration of the exercise is 7 ½ hours. You will spend 1 ½ hours in each team and approximately 40 to 60 minutes in a leadership function in each team; this may be in the way of performing the function of deputy.

You will be observed by an assessor. Your assessor will follow your team throughout the exercise using the Answer Sheet Templates to record your performance.

The assessors will liaise with the actors to ensure that the serials are provided to you in order to provide you with an opportunity to be assessed in each criteria.

At the conclusion of the exercise the Assessors will debrief your group as a team, as well as debriefing you individually. This will also provide the opportunity to question you regarding your knowledge concerning any of the criteria you were unable to perform at a satisfactory level, and provide an opportunity for you to be deemed satisfactory.

Nutrition and IMT safety will be the responsibility of the Liaison/Safety Team and their respective trainer.

4. Supervisor Review (Third Part Report)

It is recognised by Industry that organisations use customised emergency management processes and procedures; therefore it is incumbent on you to be aware of your organisation's emergency plans, policies and procedures. In partnership with your supervisor, the review document is completed.

The purpose of the supervisor review is to ensure the knowledge gained during the course is understood from an agency perspective. It is incumbent on you to be aware and be able to perform the review items. If you are unaware of

particular review items, this information must be gained from the Supervisor and/or other Emergency Management exponents within your organisation.

The supervisor is instructed to tick the box within the **Yes** column if they believe you can perform the task or tick the box within the **No** column if they believe you cannot perform the task. Observing you can assist to ascertain whether or not you can perform the task; however this is not always possible and therefore the supervisor has the option of questioning you to assist in providing evidence of your knowledge concerning the task.

Once the supervisor review has been completed and received by EIMS, an EIMS Instructor will conduct an audit to confirm the identity of the Supervisor and ascertain that the review was completed correctly as per the supervisor instructions.

Level 2 AIIMS Learning and Assessment Criteria

ELEMENTS & CRITERIA

PUAOPE018A Control a Level 2 incident

- | | |
|------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1. Establish control | <p>1.1 Control is established in accordance with <i>organisational policies and procedures</i></p> <p>1.2 Identity of the Incident Controller is communicated to participating organisations/authorities</p> <p>1.3 Communications systems are activated in accordance with organisational policies and procedures</p> <p>1.4 <i>Command</i> and control <i>facilities</i> are <i>established</i></p> |
| 2. Conduct an assessment of the incident | <p>2.1 <i>Required information</i> to manage the <i>incident</i> is sought and obtained, including <i>operational briefing</i> from the previous Incident Controller, if appropriate</p> <p>2.2 Risk assessment of all factors impacting on the response is conducted</p> <p>2.3 Key people and relevant support agencies are identified and notified, and communication channels are established to allow required exchange of information</p> <p>2.4 <i>Resources</i> required to deal with the incident are identified</p> <p>2.5 <i>Constraints</i> which may impede the response are identified</p> <p>2.6 Relevant information is analysed and processed to establish priorities for dealing with the incident</p> <p>2.7 Actions are taken to protect, secure and preserve incident scene, where required</p> <p>2.8 Incident potential is assessed and transition to a Level 3 incident is considered</p> |
| 3. Establish and maintain a control structure | <p>3.1 Incident management structure appropriate to the incident is established and functions are delegated</p> <p>3.2 Control structure is scaled up or down in response to changes within the emergency environment</p> <p>3.3 Reporting processes are activated in accordance with organisational policies and procedures, to provide continuous <i>monitoring</i> and evaluation of incident</p> |

4. Develop Incident Action Plan

4.1 *Incident Action Plan (IAP)* is developed and adjusted if required in accordance with response requirements and operational guidelines

4.2 IAP is updated for the next shift, if required

5. Implement Incident Action Plan

5.1 IAP is communicated to teams in accordance with organisational guidelines

5.2 Resources are requested, acquired and deployed to ensure IAP is implemented in accordance with organisational guidelines

5.3 *Operations* are *monitored* in accordance with IAP

5.4 Operational *reports* are gathered in accordance with organisational policies and procedures

6. Maintain control of incident

6.1 Briefings and planning meeting requirements with IMT and *key personnel* are met

6.2 Incident Management Team support is maintained

6.3 Information is provided to community and other stakeholders

6.4 Incident records are maintained in accordance with organisational guidelines

7. Conclude incident activities

7.1 Support requirements for recovery management are provided as required

7.2 Resources are accounted for and demobilised in accordance with organisational policies and procedures

7.3 *Operational debriefing* is conducted in accordance with organisational guidelines

7.4 *Welfare of team members* is assessed and appropriate action is taken

8. Manage post incident operations

8.1 Post operational documentation is completed to organisational requirements

8.2 Effectiveness of operations is evaluated and documented

8.3 Recommendations are made for changes in policies and procedures where applicable

PUAOPE023A Manage operations for a Level 2 incident

1. Establish command and develop operational structure

1.1 Initial briefing including information to manage the operations requirements for the incident is sought and obtained from Incident Controller

1.2 Command of operations function is established

1.3 *Principles of span of control* are applied to operational resources

1.4 Divisions and sectors are delineated taking account of geographic and functional requirements

1.5 Strike teams/task forces/units are formed from allocated single resources as required

2. Contribute to the development of the Incident Action Plan

2.1 *Incident Action Plan (IAP)* for the current operational period is monitored and reviewed

2.2 Input into incident objectives and operational strategies is provided

2.3 Operations component of the IAP is developed in accordance with operational procedures, safe work practices, agency workplace policies, industrial awards and agreements

2.4 Need for logistical support is determined and documented

3. Manage operations

3.1 Site security is established in accordance with agency policies and procedures

3.2 Records of activities are kept in accordance with agency policies and procedures

3.3 Operations function is established to achieve objectives and tasks are delegated in accordance with a Level 2 incident

3.4 Operations requirements are identified and resources are sought to meet incident requirements

3.5 Operations personnel are briefed and tasks are allocated in accordance with the IAP

3.6 *Resources* are deployed in accordance with the IAP

3.7 Operations progress is monitored against the IAP and operational activities are adjusted as required throughout the incident

3.8 Operational effectiveness is regularly reviewed and required changes to operational structure, available resources and logistical support are determined and communicated to Incident Controller

3.9 Operations resources are managed in accordance with agency workplace policies

3.10 Safe work practices, health and welfare arrangements for work area are implemented and monitored

3.11 Agreed protocols are followed when managing personnel from other agencies

3.12 Action is taken to protect and preserve incident scene in accordance with

agency policies and procedures

3.13 Staging areas are established and maintained, where required

4. Establish effective communications

4.1 Incident Communications Plan is implemented, monitored and reviewed

4.2 Communication is maintained with incident personnel

4.3 Current and emerging operational risks are communicated to personnel

4.4 Communication is maintained with stakeholders and affected parties present at the scene

4.5 Emerging or anticipated problems with incident communications are reported immediately

5. Participate in the Incident Management Team

5.1 Incident Management Team (IMT) planning meetings are attended in accordance with Incident Controller's requirements

5.2 Incident Controller is advised of incident situation, control progress and emerging risks in a timely manner

5.3 IMT is kept informed of progress of operations plan and of operational requirements

5.4 Advice is provided to IMT on provision of services and resources, and prioritisation of requirements

5.5 Incident Controller is briefed on analysis of progress against the operations portion of the IAP as required

5.6 Liaison with other members of the IMT is undertaken as required

5.7 Regular information exchange is maintained with Planning Section and Logistics Section

6. Monitor and review operations functions

- 6.1 Allocation and performance of resources are monitored and reviewed
- 6.2 Incident reports are produced as required
- 6.3 Operational briefings/debriefings are conducted as required

PUAOPE022A Manage logistics for a Level 2 incident

1. Establish logistics section

- 1.1 Initial briefing is obtained from Incident Controller
- 1.2 Current forecast operational, planning and other incident activities and their resultant logistical requirements are determined
- 1.3 Logistics Section objectives and tasks are identified
- 1.4 Logistics structure appropriate to incident requirements is developed and required logistical resources are identified and obtained
- 1.5 *Logistics units* are established, tasks are delegated and briefings are given to delegated personnel
- 1.6 Safe work practices, and health and welfare arrangements for work area are implemented and monitored

2. Develop logistics plans

- 2.1 *Logistics plans* required for the delivery of logistics resources, services, facilities and materials are identified and delegated to personnel for development
- 2.2 Information required for the development and implementation of logistics plans is identified and sourced
- 2.3 Logistics plans are produced on time and provided to personnel for implementation
- 2.4 Logistics plans and components of plans required for inclusion in the Incident Action Plan (IAP) are developed
- 2.5 Incident Management Team (IMT) members are briefed on progress of the logistics plans as required

3. Manage activities for provision of logistics support

- 3.1 Financial management and oversight is maintained in accordance with the controlling agency's requirements
- 3.2 Refreshment and sustenance are provided to incident personnel and support staff within agreed timeframes and in accordance with nutritional guidelines
- 3.3 Transport for personnel, equipment, supplies and food is provided within required timeframes
- 3.4 Equipment, vehicles and/or vessels are prepared, maintained and secured as required
- 3.5 Staging areas are established and maintained in accordance with operational requirements
- 3.6 Medical support provided is consistent with the IAP requirements
- 3.7 Communications systems, networks and equipment are established and maintained consistent with the incident communications plan and IAP requirements
- 3.8 Locations and facilities where personnel work, sleep, cook, maintain and repair equipment are selected, established and managed based on *agency criteria*
- 3.9 Requests for resources, services, facilities and materials are met and feedback is provided
- 3.10 Facilities, services and materials are procured consistent with agency protocols and guidelines
- 3.11 Reusable resources, equipment and materials are accounted for at the conclusion of the incident

4. Manage logistics processes

- 4.1 Logistics requirements are managed in accordance with agency workplace policies
- 4.2 Safe work practices, health and welfare arrangements for work area are implemented and monitored
- 4.3 Logistics Section meetings are conducted as required
- 4.4 Workload and progress against logistics plans are monitored
- 4.5 Logistics plans are reviewed to meet current and projected incident requirements throughout the incident
- 4.6 Information exchange between logistics and other incident sections is maintained

4.7 Relationships between Logistics Section and external agencies and providers are established and maintained

4.8 Records are kept of logistical transactions including resources requested, en route, allocated to, and released from the incident

4.9 Record of activities is kept

5. Participate in the IMT

5.1 IMT planning meetings are attended

5.2 Strategic advice is provided to the IMT in regard to provision of resources, services, facilities and materials, and the prioritisation of requirements

5.3 IMT is kept informed of logistical arrangements

5.4 Incident Controller is briefed on analysis of progress against the logistics portion of the IAP as required

5.5 Liaison with other members of the IMT is undertaken as required

5.6 IMT is kept informed of status of inter agency and external supplier arrangements

6. Monitor and review logistics functions

6.1 Allocation and performance of resources is monitored and reviewed

6.2 Incident reports are produced as required

6.3 After action reviews and post incident analyses are initiated and/or participated as required

6.4 Briefings/ debriefings are conducted as required

1. Establish planning section

- 1.1 Initial briefing including information required to manage the planning requirements for the incident is sought and obtained from Incident Controller
- 1.2 Current and forecast operational activities and resource levels are determined
- 1.3 Planning Section objectives and tasks are identified
- 1.4 Planning structure appropriate to *nature of the incident* is developed and required planning resources are identified and obtained
- 1.5 Planning Section units are established, tasks are delegated and briefings are given to delegated personnel
- 1.6 Safe work practices, and health and welfare arrangements for work area are implemented and monitored

2. Manage Planning Section

- 2.1 Planning requirements are reviewed and adjusted as required throughout the incident
- 2.2 Workload and progress are monitored
- 2.3 Planning Section meetings are conducted as required
- 2.4 Communications Plan is developed, reviewed and implemented as necessary
- 2.5 Records are kept of resources requested, en route, allocated to, and released from the incident
- 2.6 *Maps and schematic plans* are produced to meet incident requirements
- 2.7 Document management and record keeping systems are established in accordance with agency requirements
- 2.8 *Log of activities* is kept
- 2.9 *Management support services* are provided in a timely and effective manner as requested
- 2.10 Incident risk management plans is developed

3. Collect and evaluate information on the current and forecast situation

3.1 Information sufficient for incident prediction is collected regarding the current incident situation

3.2 Incident predictions and options analysis covering *new and emerging risks* are provided using appropriate models

3.3 *Specialist technical information* and incident behaviour predictions are provided to the IMT

3.4 Procedures to identify, mitigate and monitor all risks related to the incident are established

3.5 Current and predicted key risk exposures are identified and impacts are mitigated where possible

3.6 Effectiveness of risk mitigation strategies is monitored and strategies are adjusted as required

4. Disseminate information on the current and forecast situation

4.1 Incident information services are provided as appropriate to incident personnel, the media and the public

4.2 Information is provided to the IMT relevant to controlling the incident and potential safety issues

4.3 Information display boards are *prepared and maintained*

4.4 Information regarding the extent of the impact of the incident on community and stakeholders is communicated in a manner suitable to community and stakeholders

4.5 Information provided to the media is current, timely to meet media needs, and is consistent with incident requirements and local knowledge

4.6 Organisational requirements for media liaison are applied

4.7 Collected information is sorted into *categories*

4.8 Information sharing and transition arrangements with recovery agencies are established and maintained

5. Prepare incident action plan and brief IMT

5.1 Options and recommendations for objectives and strategies for controlling the incident are developed in consultation with the IMT and are produced for IMT consideration

5.2 Risks and likely outcomes associated with preferred and alternative incident objectives and strategies are specified

5.3 Incident Controller and other IMT members are briefed, and incident objective and strategies are determined by the Incident Controller

5.4 *Incident Action Plan (IAP)* is prepared for the subsequent operations period and is distributed/disseminated on time

5.5 Recovery and changeover plans are developed to tie in with the IAP

5.6 Plans developed are in accordance with agency workplace policies, industrial awards and agreements

6. Participate in the IMT

6.1 IMT planning meetings are scheduled and conducted in accordance with the Incident Controller's requirements

6.2 IMT is kept informed of current and predicted incident situation and progress towards incident objectives and strategies

6.3 Specialist information requirements are obtained and provided as required by the IMT

6.4 Strategic advice is provided to the IMT based on interpretation of information received

6.5 Incident Controller is briefed on analysis of progress against IAP as required

6.6 Liaison with other members of the IMT is undertaken as required

7. Monitor and review planning functions

7.1 Allocation and performance of resources is monitored and reviewed

7.2 Incident reports are produced as required

7.3 After action reviews and post incident analyses are initiated and/or participated as required

7.4 *Briefings/debriefings* are conducted as required