

SOP 5.09 – Emergency Management Liaison Officers

Section 5 – Emergency Operations

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Effective Date – 1 September 2020

Review Date – 1 September 2022

Electronically Controlled Document

Purpose

To describe the procedure to be followed by emergency management liaison officers (EMLOs) interacting with lifesaving services and other emergency service organisations (ESOs).

Scope

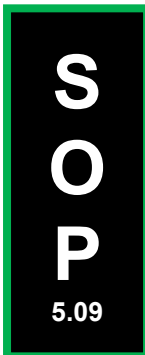
This standard operating procedure (SOP) applies to all EMLOs.

Policy Statement

Life Saving Victoria (LSV) requires all members to adhere to the established policies, procedures and guidelines to ensure safe and effective practices relating to EMLOs.

Definitions

Name	Definition
AIIMS	Australasian Inter-Agency Incident Management System
EMLO	Emergency Management Liaison Officer
SAR	Search and Rescue
SDO	State Duty Officer



Procedure

LSV is recognised as a key partner agency to Emergency Management Victoria (EMV). EMV have overall responsibility for the coordinated response to emergencies across Victoria. LSV is also recognised in the Emergency Management Manual Victoria as a support agency to the Victoria Police in its role as the control agency for aquatic search and rescue (SAR).

Communication and coordination are key factors in ensuring success when undertaking emergency and rescue operations.

Recognised as part of formalised emergency management processes, EMLOs provide the formalised link between LSV and our partner agencies.

Emergency Management Liaison Officers

LSV may be required to appoint EMLOs to attend at large incidents, or to staff regional or state control centres. These EMLOs will generally be selected by the manager of lifesaving operations; out of hours, however, the state duty officer (SDO) may select a member to act as an EMLO.

As a minimum, EMLOs should have the following qualifications:

- 5 years' experience in lifesaving patrols.
- Silver Medallion Management Award.
- Completed Emergency Management Liaison Officer Course (SES).
- State/Regional duty officer experience (preferable).

EMLO Role

The EMLO has an important role in feeding information into and out of an incident or a control centre. The EMLO will be responsible for sharing information on LSV-based incidents and other statistical data to EMV, Victoria Police or other government agencies. It is important to recognise that LSV's information and resources can be important to other agencies in achieving their missions.

EMLO Resources

As part of their duties as an EMLO, a member will be required to have

- access to the EM-COP application, and
- access to the LIMSOC application.

Log On/Off Procedures

When undertaking duties as an EMLO, members are required to log in using the 'officer tracker' function on the LIMSOC application. Members are also required to contact the regional duty officer when operating at a regional level, or the state duty officer when attending a significant and protracted incident or working from the State Control Centre.

Any requests for LSV resources outside of what has been committed to an incident will require the approval of the regional or state duty officer.

Further Information

LSV subscribes to the *Australasian Inter-Agency Incident Management System (AIIMS)* in its management of personnel as they respond to incidents. The AIIMS system is based on principles of management by objectives, functional management and span of control.

Reference

Related Documents	Australasian Inter-service Incident Management System (AIIMS) Manual 2017
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Review

Date of Issue	10 December 2020
Date Effective	26 December 2020
Date to be Reviewed	1 July 2022
Date to Cease	10 December 2022

Authority

The Life Saving Operations Council Executive has approved this SOP under section 8.3.6(e) of the Life Saving Victoria By-laws, 2019.