

SOP 5.09 – Emergency Management Liaison Officers

Section 5 – Emergency Operations

Page 1 of 2

Effective Date – 17 December 2018

Review Date – 1 September 2020

Electronically Controlled Document

Purpose

To outline the role of emergency management liaison officers and their interactions with lifesaving services.

Scope

All areas of Life Saving Victoria.

Procedures

Lifesaving Victoria (LSV) is recognized 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.

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

Recognised as part of formalized emergency management processes, Emergency Management Liaison Officers (EMLOs) provide the formalized 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 – Lifesaving Operations, however out of hours the State Duty Officer may select a member to act as an EMLO.

EMLOs should as a minimum 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)

S
O
P

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 recognize 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
- 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.

S
O
P