Procedure – Classification system for biosecurity and natural disaster emergency responses

<table>
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<tr>
<th>Authorised by</th>
<th>Leader, APFHEPR</th>
<th>Authorisation date</th>
<th>21 June 10</th>
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<tbody>
<tr>
<td>Authorisation period</td>
<td></td>
<td>Effective date</td>
<td>21 June 10</td>
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REVISION HISTORY

<table>
<thead>
<tr>
<th>Version</th>
<th>Date</th>
<th>Amendments</th>
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<tr>
<td>1</td>
<td>21 June 10</td>
<td>For approval</td>
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1. Application / Scope

- This classification system signals the scale, complexity and command, control and coordination of an emergency. It is consistent with classification systems used by other emergency response agencies.

- The system is to be applied to all emergencies at the alert phase of the response. The classification will guide the activation and deployment of the appropriate sized and resourced Incident Management Team(s) (IMT) and Emergency Management Team (EMT). The classification of an emergency may change during the response to it.

- Emergencies including those that straddle or have the potential to straddle across a NSW border are to be classed from Class 1 to 3.

- By inter-jurisdictional agreement, emergencies that require a national response may be classified 4, and those with international implications may be classified 5.

2. Abbreviations / Definitions

- AIIMS – Australasian Inter-service Incident Management System
- Command - internal direction of personnel and resources within an organisation. Command operates vertically within the management structure.
- Control - overall direction of activities with authority established in legislation or in an emergency plan, including authority to task other organisations. Control relates to situations and operates horizontally across organisations usually at the local level.
- Coordination – the systematic acquisition and application of resources (organisational, human and equipment) to ensure effective emergency management, but does not include the control of agencies and individuals by direction. Relevant to State Coordination Centres. Provide policy and direction.
- CVO – Chief Veterinary Officer
- Emergency – an actual or imminent occurrence (such as fire, flood, storm, earthquake, explosion, terrorist act, accident, epidemic or warlike action) which:
  (a) endangers, or threatens to endanger, the safety or health of persons or animals in the State, or
  (b) destroys or damages, or threatens to destroy or damage, property in the State, being an emergency which requires a significant and co-ordinated response (SERM Act)
- EMT – Emergency Management Team at the strategic/coordination level
- I&I NSW - Industry and Investment NSW
- IMT – Incident Management Team at the tactical/control level
- Incident - a localised event, either accidental or deliberate, which may result in death or injury, or damage to property, which requires a normal response from an agency, or agencies (NSW State Disaster Plan)
- LHPA - Livestock Health and Pest Authority
- Response - the process of combating the hazard and providing immediate relief to affected people, and strategies to be adopted to achieve the defined incident objectives (AIIMS)

3. Resources / Equipment

- Notification message system for EMT personnel

4. Warnings

- There is likely to be a significant number of stakeholders associated with some emergency operations. These may include other agencies in NSW and also parliamentary roles. It is important all stakeholders develop a shared understanding of the Classes of Incident.
5. Procedure

5.1 Assigning classifications
- Classifications are assigned by senior management positions responsible for the management of an operation. These positions will typically include the Incident Case Manager and/or lead technical position eg CVO.

- The class of an incident should be used as part of the notification message to response team personnel. Refer to the procedure Operational notification of emergency management team personnel.

5.2 Classifications

<table>
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<tr>
<th>Factor</th>
<th>Class 1</th>
<th>Class 2</th>
<th>Class 3</th>
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<tbody>
<tr>
<td>Area affected</td>
<td>Small scale; local incident</td>
<td>Medium scale; region or district</td>
<td>Large scale; affects much of state; multiple incidents across state</td>
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<tr>
<td>Resources</td>
<td>Local; management personnel can be sourced from outside area</td>
<td>Region/district &amp; adjoining areas; management &amp; expertise from outside area</td>
<td>Across the state</td>
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<tr>
<td>Number of agencies directly involved</td>
<td>1-8</td>
<td>9-15</td>
<td>&gt;15</td>
</tr>
<tr>
<td>Local control</td>
<td>5-10 IMT positions</td>
<td>11-25 IMT positions</td>
<td>25+ IMT positions</td>
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<tr>
<td>State coordination</td>
<td>1-5 EMT positions</td>
<td>6-15 EMT positions</td>
<td>&gt;15 EMT positions</td>
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<tr>
<td>Length of initial response</td>
<td>&lt; 4 weeks then shift to normal business</td>
<td>≥ 4 weeks</td>
<td>Extend over months</td>
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<tr>
<td>Impact on I&amp;I NSW &amp; LHPA</td>
<td>Minimal outside local affected area</td>
<td>Impact away from the affected area</td>
<td>Significant across all areas</td>
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6. References

Policy
- Operation of Emergency Management Teams

Procedure
- Operational notification of emergency management team personnel

Information
- State Emergency and Rescue Management Act 1989
- NSW State Disaster Plan

7. Appendices