



OPERATIONAL CIRCULAR 21/2020

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March 2020

COVID-19 - INTERIM OPERATIONAL PROCEDURES

Key Message

Interim Operational Procedures (IOP) will be released in the near future. Staff and volunteers need to be aware of these procedures and adhere to them.

What is happening?

COVID-19 is rapidly changing the operating environment we are working in, which includes an increased risk to your health and safety. As the risk levels increase there will be a need to implement additional procedures for your safety and to continue to provide efficient and effective emergency services to the people of WA. To support this, IOP have been approved to be developed and implemented.

What are Interim Operational Procedures?

IOP are instructions issued by DC Operations and must be adhered too. IOP may be either operational or administrative in nature and are related to existing Directives, Standard Operating Procedures or Standard Administrative Procedures. The content of the Interim document is to be as follows.

What does an Interim Operational Directive look like?

When you open an IOP there will be a noticeable difference in the layout and content. This is to visually differentiate from the existing doctrine products. Documents will be similar in appearance to the image below.



INTERIM OPERATIONAL PROCEDURE XX/2020

The content of the documents will be broken up into simple sections to make clear what needs to happen, why it needs to happen, who needs to be aware of the content (etc.)

Target Audience: All Operational Personal				
A	B	C	D	Vol
O.I.C. is to communicate content to all relevant personnel under their command, discuss implications, and sign appropriate box above. Once completed Circulars shall be filed on station and forwarded to Information Resources at the end of each financial year.				
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When will Interim Operational Directives be released?

It is expected that IOP and related documents will start to be released early next week. As they are published an operational circular will be released announcing the new documents. The initial circular will contain instructions on how to locate the documents on the Intranet, Volunteer Hub and IRIS.

How long will Interim Operational Directives exist?

IOD and related documents will exist until DC Operations approves the retirement of each document. This will most likely occur once the current environment returns to risk levels prior to the COVID-19 pandemic.

What does this mean for me?

It is important that you understand and follow the IOD and related products. We encourage you to take the time to read and understand the procedures within each document as they are released. If you have questions regarding the content please raise this through your chain of command.

**CRAIG WATERS
DEPUTY COMMISSIONER OPERATIONS**

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