



**Australian Government**

# **BSBPUB504 Develop and implement crisis management plans**

**Release: 1**

## BSBPUB504 Develop and implement crisis management plans

### Modification History

Release	Comments
Release 1	This version first released with BSB Business Services Training Package Version 1.0.

### Application

This unit describes the skills and knowledge required to coordinate, cultivate and apply a crisis management plan.

It applies to individuals who demonstrate a range of managerial skills in senior public relations roles. People in this role have primary responsibility for preparing and instigating a planned communications response in an emergency.

No licensing, legislative, regulatory or certification requirements apply to this unit at the time of publication.

### Unit Sector

Business Development – Public Relations

### Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
<i>Elements describe the essential outcomes.</i>	<i>Performance criteria describe the performance needed to demonstrate achievement of the element.</i>
1. Develop crisis management plans	1.1 Conduct research to identify crisis management best practice 1.2 Consult relevant groups and individuals for input into the crisis management plan 1.3 Document, distribute and maintain organisational crisis management plan 1.4 Ensure organisational crisis management plan is clearly understood by relevant groups 1.5 Ensure crisis management plan complies with organisational policies and legal and ethical requirements 1.6 Practise simulated crisis responses

ELEMENT	PERFORMANCE CRITERIA
2. Implement a crisis management plan	2.1 Set up a dedicated crisis resource centre 2.2 Develop a crisis response team to deal with media and conduct issue tracking 2.3 Monitor media to ensure the organisation is aware of possible crises 2.4 Implement and monitor issues tracking systems according to crisis plan
3. Review and update crisis management plans	3.1 Consult managers and employees about the effectiveness of the crisis plan 3.2 Amend crisis management plan as necessary to comply with legal and ethical requirements

## Foundation Skills

*This section describes language, literacy, numeracy and employment skills incorporated in the performance criteria that are required for competent performance.*

Skill	Performance Criteria	Description
Reading	1.1, 1.5, 2.3, 2.4, 3.2	<ul style="list-style-type: none"> <li>Interprets and analyses complex information from relevant sources to confirm requirements</li> </ul>
Writing	1.2-1.3, 3.2	<ul style="list-style-type: none"> <li>Records results of research and feedback</li> <li>Uses clear and precise language, and suitable formatting and style, to develop and update crisis management plans</li> </ul>
Oral Communication	1.2, 1.4, 2.2, 3.1	<ul style="list-style-type: none"> <li>Employs listening and questioning techniques to clarify information and confirm understanding</li> <li>Clearly articulates information using language and features suitable to diverse audiences</li> </ul>
Navigate the world of work	1.5, 3.2	<ul style="list-style-type: none"> <li>Understands and complies with to all legal and regulatory responsibilities related to own work</li> </ul>
Interact with others	1.2, 1.4, 2.2, 3.1	<ul style="list-style-type: none"> <li>Selects the appropriate form, channel and mode of communication for a specific purpose relevant to own role</li> <li>Collaborates with others to achieve shared understanding</li> </ul>
Get the work	1.1, 1.3, 1.4, 1.6,	<ul style="list-style-type: none"> <li>Organises and implements tasks required to achieve</li> </ul>

done	2.1, 2.2, 2.4	required outcomes, with an awareness of how the outcomes contribute to the organisation's goals <ul style="list-style-type: none"><li>• Uses analytical processes to decide on appropriate approach to crisis management</li></ul>
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## Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
BSBPUB504 Develop and implement crisis management plans	BSBPUB504A Develop and implement crisis management plans	Updated to meet Standards for Training Packages	Equivalent unit

## Links

Companion Volume implementation guides are found in VETNet -

<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=11ef6853-ceed-4ba7-9d87-4da407e23c10>