



Australian Government

Department of Education, Employment and Workplace Relations

PUAEMR020A Design activities which exercise elements of emergency management arrangements

Release: 2

PUAEMR020A Design activities which exercise elements of emergency management arrangements

Modification History

Not applicable.

Unit Descriptor

Unit Descriptor

This unit covers the competency required to design, review and/or improve activities which exercise elements of emergency management arrangements. Designing and improving these activities may be based on evaluations from operations, exercise outcomes, organisational requirements and arrangements, individual feedback and strategic objectives.

Application of the Unit

Application of the Unit

The application of this unit would inform roles and responsibilities of individuals responsible for the design of emergency management activities which exercise elements of emergency management arrangements. The requirements for the testing of emergency management arrangements may be driven by multiple legislative, organisational policy or incident contexts. Applicable roles and jobs may involve emergency management, business continuity, risk management, emergency services liaison and event management.

Licensing/Regulatory Information

Not applicable.

Pre-Requisites

Not applicable.

Employability Skills Information

Employability Skills	This unit contains employability skills.
Pre-requisite Unit/s	Nil

Elements and Performance Criteria Pre-Content

Elements describe the essential outcomes of a Unit of Competency.

Performance Criteria describe the required performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the Required Skills and Knowledge and/or the Range Statement. Assessment of performance is to be consistent with the Evidence Guide.

Elements and Performance Criteria

ELEMENT

PERFORMANCE CRITERIA

1. **Determine exercise objectives and outcomes**

- 1.1 Need for exercise is identified in consultation with *stakeholders*
- 1.2 *Exercise objectives and outcomes* that meet the identified needs are determined
- 1.3 Areas of *focus for exercise activities* are determined, based on operational outcomes, results of training needs/outcomes, previous exercises and evaluation

2. **Design and plan exercise activities**

- 2.1 *Planning team* is established and organised
- 2.2 Meetings are held, agreements and decisions are made and outcomes are communicated to relevant people
- 2.3 *Components of the exercise program* are identified, developed and documented in the exercise plan
- 2.4 Exercise style and *activities* consistent with exercise objectives are selected in consultation with stakeholders
- 2.5 *Design planning processes* are undertaken to meet exercise objectives and components
- 2.6 Exercise *activity documentation* is constructed

ELEMENT

PERFORMANCE CRITERIA

3. Assess exercise activity risks

- 3.1 Risk and safety considerations are included in planning process
- 3.2 Activities which mitigate/reduce risks associated with conducting exercise activities are designed and included
- 3.3 Exercise contingency plan based on risk assessment is prepared

4. Plan resource allocation

- 4.1 *Resources* to support exercise are identified and secured
- 4.2 Exercise host is identified and commitment to achieving exercise objectives and outcomes is negotiated and secured
- 4.3 Appropriate authorisation for use of resources is determined
- 4.4 Availability and timeframes for use of resources is negotiated and approved with appropriate authorities

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

This describes the essential skills and knowledge and their level, required for this unit.

Required Skills

- communicate in a group setting
- liaise and communicate with other agencies
- make informed recommendations for improvement
- negotiate with stakeholders
- plan and deliver briefings and debriefings
- provide feedback

Required Knowledge

- consultation
- emergency management concepts and principles
- incident management principles
- legislative and regulatory arrangements relative to emergency management
- organisational policies and procedures (such as legislation relevant to the operation/ incident/response; legislation relevant to the organisation; operational, corporate and strategic plans; operational performance standards; operational policies and procedures; organisational personnel and occupational health and safety practices and guidelines; organisational quality standards; organisation's approach to environmental management and sustainability)
- problem solving and decision making techniques
- project management principles
- state/territory and agency plans and procedures

Evidence Guide

EVIDENCE GUIDE

The evidence guide provides advice on assessment and must be read in conjunction with the Performance Criteria, Required Skills and Knowledge, the Range Statement and the Assessment Guidelines for this Training Package.

Critical aspects for assessment and evidence required to demonstrate competency in this unit

Assessment must confirm the ability to:

- bring together an effective exercise design and planning team
- facilitate the construction of realistic, meaningful and safe activities.

Consistency in performance

Competency should be demonstrated over time in a range of activity contexts including multi-agency incidents of varying complexity.

Context of and specific resources for assessment

Context of assessment

Competency should be assessed on-the-job or in a simulated workplace environment.

Specific resources for assessment

Access is required to:

- resources relevant to the exercise activities.

Method of assessment

In a public safety environment assessment is usually conducted via direct observation in a training environment or in the workplace via subject matter supervision and/or mentoring, which is typically recorded in a competency workbook.

Assessment is completed using appropriately qualified assessors who select the most appropriate method of assessment.

Assessment may occur in an operational environment or in an industry-approved simulated work environment.

Forms of assessment that are typically used include:

- direct observation
- interviewing the candidate
- journals and workplace documentation
- third party reports from supervisors
- written or oral questions.

Range Statement

RANGE STATEMENT

The Range Statement relates to the Unit of Competency as a whole. It allows for different work environments and situations that may affect performance. ***Bold italicised*** wording in the Performance Criteria is detailed below.

Stakeholders may include	<ul style="list-style-type: none"> Client groups Community groups/members Industry groups Media Members of the public Politicians Public and private sector organisations Recovery organisations Staff Volunteers
Exercise objectives and outcomes may include	<ul style="list-style-type: none"> Assessing and demonstrating the capability of individuals/teams and systems/arrangements Assessing system/s performance Auditing performance Education Enhanced emergency management arrangements Evaluating emergency management plans Evaluating individuals/teams/facilities/systems Evaluating risk treatment strategies Exploring issues Improving team cohesion Meeting legislative and/or state/territory requirements Promoting awareness Testing effectiveness/efficiency of emergency management plans/arrangements Validating training outcomes
Focus for exercise activities may include	<ul style="list-style-type: none"> Improving systems/arrangements Learning of participants Developing/training participants Sharing information Testing systems/arrangement/facilities/competency of individuals/teams
Planning team must include	<ul style="list-style-type: none"> Appropriately qualified and experienced members and stakeholders
Components of the exercise program must include	<ul style="list-style-type: none"> Activity plan Authorities Budget

RANGE STATEMENT

Code name
Complexity of exercise plan
Debrief
Evaluation/assessment plan
Evidence collection tools/templates
Location
Objectives and outcomes
Responsible authority
Safety
Schedule
Scope

RANGE STATEMENT

Activities may include

Case studies
Discussion exercises
Distributed interactive software
Field exercises
Functional centre exercises (specific task environments within the workplace)
Multimedia
Role plays
Scenario analyses
Scenario storylines including general and special ideas
Simulation exercises
Tactical exercise without troops (TEWT)

Design planning processes may include

Assessment and performance criteria
Briefings and debriefings
Contingency plan
Design of activity
Determination of activity management structure
Developing documentation
Issuing notification
Identifying and reducing risks
Identifying and securing resources
Meetings
Reviewing key performance indicators
Scoping of agencies participating and the level at which they are participating
Seasonal weather consideration
Time and length of exercise activities

Activity documentation may include

Activity inputs (general idea)
Activity notification
Activity management checklists
Assessor documentation
Evaluation checklist
Evidence collection templates
Exercise injects
General instruction
Incident action plans
Meeting details
Risk assessments
Risk action plans
Safety instructions
Special idea
Specific inputs
Timetable/schedule of events
Umpire documentation

RANGE STATEMENT

Resources may include

Activity communications
Agency guidelines/instructions
Catering
Equipment
Exercise facilitator
Exercise management team
Facilities
Finance
First aid personnel
Guest/specialist speaker
Medical supplies and personnel
Personnel
Presenter
Responders or victims with experience of an emergency
Response guide
Safety advisor
Transport
Volunteers
Welfare

Unit Sector(s)

Not applicable.