



Australian Government

PUAOPE025A Manage planning for a Level 2 incident

Release 3

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Modification History

Release	TP version	Comments
3	PUA12 V2.1	Editorial changes.
2	PUA12 V1	Layout adjusted. Fire specific prerequisites removed.
1	PUA00 V8.1	Primary release on TGA.

Unit Descriptor

This unit covers the competency required to collect, analyse and disseminate information and to develop plans for the resolution of a medium sized incident.

A person performing this role has the title of Planning Officer and is delegated responsibility by the Incident Controller. This person supports the Incident Controller (and Operations Officer and Logistics Officer) and provides strategic advice to the Incident Management Team (IMT).

Level 2 incidents are complex either in size, resources or risk. They are characterised by the need for:

- deployment of resources beyond initial response

OR

- sectorisation of the incident

OR

- establishment of functional sections due to the levels of complexity (e.g. operations and planning)

OR

- a combination of the above

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

Application of the Unit

This unit applies to Planning Officers responsible for:

- provision of strategic advice and support to the IMT
- collection, interpretation and processing of incident intelligence in various forms that meets the needs of end users (enabling public warnings, incident predictions, likely impacts and control strategies)
- preparation and dissemination of the plans and strategies that are to be used in controlling the incident
- collection and maintenance of information about the resources allocated to the incident
- provision of management support services
- development and implementation of a Communications Plan, as required, in consultation with the Logistics Section

The authorisation to perform this role is subject to organisational policies and procedures.

Licensing/Regulatory Information

Not applicable.

Pre-Requisites

PUAFIR502B Develop incident control strategies (Fire sector specific)

PUAOPE015A Conduct briefing and debriefings (Fire sector specific)

Employability Skills Information

This unit contains employability skills.

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 Range Statement. Assessment of performance is to be consistent with the Evidence Guide.

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
<p>1. Establish planning section</p>	<p>1.1 Initial briefing including information required to manage the planning requirements for the incident is sought and obtained from Incident Controller.</p> <p>1.2 Current and forecast operational activities and resource levels are determined.</p> <p>1.3 Planning Section objectives and tasks are identified.</p> <p>1.4 Planning structure appropriate to <i>nature of the incident</i> is developed and required planning resources are identified and obtained.</p> <p>1.5 Planning Section units are established, tasks are delegated and briefings are given to delegated personnel.</p> <p>1.6 Safe work practices, and health and welfare arrangements for work area are implemented and monitored.</p>
<p>2. Manage Planning Section</p>	<p>2.1 Planning requirements are reviewed and adjusted as required throughout the incident.</p> <p>2.2 Workload and progress are monitored.</p> <p>2.3 Planning Section meetings are conducted as required.</p> <p>2.4 Communications Plan is developed, reviewed and implemented as necessary.</p> <p>2.5 Records are kept of resources requested, en route, allocated to, and released from the incident.</p> <p>2.6 <i>Maps and schematic plans</i> are produced to meet incident requirements .</p> <p>2.7 Document management and record keeping systems are established in accordance with agency requirements.</p> <p>2.8 <i>Log of activities</i> is kept.</p> <p>2.9 <i>Management support services</i> are provided in a timely and effective manner as requested.</p> <p>2.10 Incident risk management plans is developed.</p>
<p>3. Collect and evaluate information on the current and forecast situation</p>	<p>3.1 Information sufficient for incident prediction is collected regarding the current incident situation.</p> <p>3.2 Incident predictions and options analysis covering <i>new and emerging risks</i> are provided using appropriate models.</p> <p>3.3 <i>Specialist technical information</i> and incident behaviour predictions are provided to the IMT.</p>

ELEMENT**PERFORMANCE CRITERIA**

	<p>3.4 Procedures to identify, mitigate and monitor all risks related to the incident are established.</p> <p>3.5 Current and predicted key risk exposures are identified and impacts are mitigated where possible.</p> <p>3.6 Effectiveness of risk mitigation strategies is monitored and strategies are adjusted as required.</p>
<p>4. Disseminate information on the current and forecast situation</p>	<p>4.1 Incident information services are provided as appropriate to incident personnel, the media and the public.</p> <p>4.2 Information is provided to the IMT relevant to controlling the incident and potential safety issues.</p> <p>4.3 Information display boards are <i>prepared and maintained</i>.</p> <p>4.4 Information regarding the extent of the impact of the incident on community and stakeholders is communicated in a manner suitable to community and stakeholders.</p> <p>4.5 Information provided to the media is current, timely to meet media needs, and is consistent with incident requirements and local knowledge.</p> <p>4.6 Organisational requirements for media liaison are applied.</p> <p>4.7 Collected information is sorted into <i>categories</i>.</p> <p>4.8 Information sharing and transition arrangements with recovery agencies are established and maintained.</p>
<p>5. Prepare incident action plan and brief IMT</p>	<p>5.1 Options and recommendations for objectives and strategies for controlling the incident are developed in consultation with the IMT and are produced for IMT consideration.</p> <p>5.2 Risks and likely outcomes associated with preferred and alternative incident objectives and strategies are specified.</p> <p>5.3 Incident Controller and other IMT members are briefed, and incident objective and strategies are determined by the Incident Controller.</p> <p>5.4 <i>Incident Action Plan (IAP)</i> is prepared for the subsequent operations period and is distributed/disseminated on time.</p> <p>5.5 Recovery and changeover plans are developed to tie in with the IAP.</p> <p>5.6 Plans developed are in accordance with agency</p>

ELEMENT**PERFORMANCE CRITERIA****6. Participate in the IMT**

workplace policies, industrial awards and agreements.

6.1 IMT planning meetings are scheduled and conducted in accordance with the Incident Controller's requirements.

6.2 IMT is kept informed of current and predicted incident situation and progress towards incident objectives and strategies.

6.3 Specialist information requirements are obtained and provided as required by the IMT.

6.4 Strategic advice is provided to the IMT based on interpretation of information received.

6.5 Incident Controller is briefed on analysis of progress against IAP as required.

6.6 Liaison with other members of the IMT is undertaken as required.

7. Monitor and review planning functions

7.1 Allocation and performance of resources is monitored and reviewed.

7.2 Incident reports are produced as required.

7.3 After action reviews and post incident analyses are initiated and/or participated as required.

7.4 *Briefings/debriefings* are conducted as required.

Required Skills and Knowledge

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

Required Skills

- conduct meetings and prepare agendas
- delegate units within the planning section
- manage a team within a dynamic environment
- prepare, present and communicate information
- resolve conflict and negotiate

Required Knowledge

- agency workplace policies (e.g. EEO, anti-discrimination legislation, occupational health and safety) and procedures and welfare arrangements
- Australasian Inter-service Incident Management System (AIIMS) structure and principles
- briefing/debriefing processes and requirements
- communication requirements for stakeholders, government, other agencies and community
- establishing processes for monitoring and reviewing the IAP for a Level 2 incident
- incident action planning process for a Level 2 incident
- incident documentation and management of information
- industrial awards and agreements, and agency personnel practices and guidelines
- interagency MOUs relating to incident type
- meeting protocols and procedures
- organisational policies and procedures (such as relevant legislation; 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)
- organisation's protocols relating to media liaison e.g. confidentiality, libel, discrimination and accuracy
- requirements of a Planning Section facility
- resource management responsibilities and systems
- risk management processes and arrangements (including incident analysis)
- state/territory emergency management legislation, policy, procedures and interagency memorandums of understanding

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:

- collect, evaluate and disseminate information on the current and forecast situation
- prepare and disseminate the IAP
- establish a Communications Plan for the incident (a portion of the IAP)
- maintain a resource management system recording the status of resources allocated to the incident
- manage technical specialists
- liaise effectively with the Incident Controller and the Logistics Officer
- work effectively as a member of an IMT to resolve an incident
- provide management support services
- log and record all actions and decisions
- operate in a management role, effectively and efficiently delegating responsibility, monitoring performance, providing feedback and taking mitigation action to ensure completion of planning requirements at an incident

Consistency in performance

Competency should be demonstrated over time in a range of actual or simulated workplace environments.

Context of and specific resources for assessment

Context of assessment

Competency should be assessed in an actual or simulated workplace environment.

Specific resources for assessment

Access is required to:

- equipment, personnel, facilities appropriate to a Level 2 incident and within the bounds of responsibility as designated to the Planning Officer by the Incident Controller

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

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.

- | | |
|--|---|
| <p><i>Nature of the incident</i> (imminent or actual) may include:</p> | <ul style="list-style-type: none"> • Biological • Civil/political events such as: <ul style="list-style-type: none"> • civil unrest • economic • eco-terrorism • enemy attack • financial collapse • general strike • hostage situation/s • sabotage • strikes • terrorism • Fire (forest, range, urban) • Natural events such as: <ul style="list-style-type: none"> • avalanche snow/ice/hail • drought • dust/sand storms • earthquakes/land shifts • extreme heat/cold • fauna rescue (e.g. marine life rescue) • flood/wind driven water • hurricane/typhoon • landslide/mudslide • lightning storm • search and rescue • tornado/cyclone • tsunami • volcanic eruption • windstorm/tropical storm • Technological/industrial events such as: <ul style="list-style-type: none"> • bio-hazards • building/structure collapse • business interruption • dam/levee failure • explosions/fire |
|--|---|

- extreme air pollution
 - fuel/resource shortages
 - hazardous material releases
 - power/utility failure
 - radiological accidents
 - transportation accidents
- Maps and schematic plans** may include:
- Briefing maps
 - Display board maps
 - Geospatial information systems
 - Incident plan maps
 - Incident prediction
 - Locality maps
 - Sector/division
 - Traffic plan
- Log of activities** may include:
- Critical decisions
 - Event or running log
 - Radio communication printouts
- Management support services** may include:
- Administrative support
 - Computer operators
 - Radio
 - Telephone
- New and emerging risks** may include:
- Economic
 - Environmental
 - Political
 - Public safety
 - Social
- Specialist technical information** may include:
- Advisors with special skills needed to support incident activities and functions
 - Information sources available on site and remotely
- Preparing and maintaining information display boards** may include:
- Currency of information
 - Layout
 - Maps
 - Safety alerts
 - Timeliness of information
- Categories** may include:
- Control information
 - Current situation
 - Predicted situation
 - Transition to recovery
- Incident Action Plan** may include:
- Accommodation and welfare arrangements for incident personnel and affected people
 - Communications Plan

Briefings/debriefings may include:

- Incident objectives
- Information on alternative or fallback strategies
- Information Plan for dissemination of information to all stakeholders
- Information regarding the necessary logistical arrangements
- Management arrangements, including establishment of sectors and divisions
- Management structure if established
- Maps or site plans of the incident
- Medical Plan and consideration of occupational health and safety issues
- Resources to be allocated to each division and sector
- Statement of current situation and predictions of the incident's likely development (including key risk exposures)
- Strategies and tactics for divisions and sectors to achieve defined incident objectives
- Structural chart depicting the personnel in the incident management arrangements, including establishment of divisions and sectors
- Timings of meetings and changeovers
- Traffic management
- Transition to recovery arrangements
- Alternative strategies and the economic, social, public health, cultural, historical and environmental risks associated with each
- Arrangements for record keeping
- Arrangements in place to facilitate planning function
- Current and expected resourcing at the incident
- Current and projected situation
- Current arrangements for information dissemination
- Current incident objectives, strategies and their rationale
- Key risk exposures
- Opportunity to clarify understanding

Unit Sector(s)

Not applicable.