



Australian Government

Department of Education, Employment and Workplace Relations

PUAEMR031 Design emergency management exercises

Release: 2

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Modification History

PUAEMR031 Release 1: Primary release.

Unit Descriptor

This unit describes the outcomes required to design, develop or modify activities that exercise elements of emergency management arrangements.

Emergency management exercises are used to test emergency plans, practise responding to an emergency, develop and/or practise emergency management skills, build motivation for emergency management personnel, and/or measure an organisation's ability to manage an emergency.

Application of the Unit

This unit applies to workers with the responsibility for designing emergency management exercises. It does not cover the skills and knowledge for implementing those designs.

Emergency management exercises can be used in any context where there is a requirement to plan for, or manage an emergency. The exercise scale can range from a small activity in a volunteer emergency response unit to a major evacuation exercise for an industrial plant. The design skills in this unit can be applied to any context in which an emergency management exercise is appropriate.

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

Licensing/Regulatory Information

Not applicable.

Pre-Requisites

Not applicable.

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
1. Determine exercise purpose	1.1 Exercise <i>stakeholders</i> are identified and engaged. 1.2 Exercise governance arrangements are confirmed. 1.3 Exercise aim is identified in consultation with stakeholders. 1.4 <i>Exercise objectives</i> that meet the identified aim are determined. 1.5 <i>Exercise focus</i> is determined, based on operational outcomes, results of training needs analysis, previous exercises and evaluation reports.
2. Design and plan exercise activities	2.1 Planning team is established where required. 2.2 Governance and planning meetings are held, agreements and decisions are made, and outcomes are communicated to stakeholders. 2.3 <i>Components of the exercise program</i> are identified, developed and documented in the exercise plan. 2.4 <i>Exercise style</i> and activities consistent with exercise objectives are selected in consultation with stakeholders. 2.5 <i>Design planning processes</i> are undertaken with stakeholders to meet exercise objectives and components. 2.6 Exercise documentation is prepared.
3. Assess exercise 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 risk and safety management plan is prepared.
4. Plan resource allocation	4.1 <i>Resources</i> to support the exercise are identified and secured. 4.2 Exercise host is identified and commitment to achieving exercise objectives is secured. 4.3 Appropriate authorisation(s) to use resources are obtained and documented. 4.4 Availability and timeframes for use of resources is agreed by appropriate authorities.

Required Skills and Knowledge

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

Required Skills

- manage small-group workshops and activities
- build effective networks and relationships
- work effectively in a group setting
- liaise and communicate with other agencies
- plan and deliver briefings and debriefings
- prepare exercise documentation
- interpret organisational needs to develop measurable, achievable objectives
- research skills to build scenarios and exercise inputs

Required Knowledge

- exercise management concepts and principles
- educational principles underpinning the design of objectives and linking those to activities
- incident management principles
- legislative and regulatory arrangements relevant to using resources, such as land, buildings, equipment and volunteers
- problem solving and decision making techniques
- project management principles
- risk and safety management principles
- budgeting and logistic management principles
- jurisdictional emergency management arrangements

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 that address the exercise aim and objectives

Consistency in performance

Candidates should be expected to present evidence from at least two different contexts or exercise styles, including at least one exercise that requires multi-agency or organisation input and of which one may be simulated

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 a real-life exercise design project.

Method of assessment

Assessors should use formative assessment strategies in a simulated environment to contextualise underpinning knowledge. Summative assessment requires application of the unit in a real-life project, often in an action-learning context.

Assessment may occur in a work environment or in a 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.

Stakeholders may include:

- staff
- client groups
- decision makers
- members of the public
- community groups
- industry groups
- public and private sector organisations
- non-government organisations
- elected officials

Exercise objectives may include:

- assessing and/or demonstrating the capability of individuals, teams, systems and/or arrangements
- assessing or auditing system(s) performance
- developing new skills
- evaluating emergency management plans
- evaluating individuals/teams/facilities/systems
- evaluating risk treatment strategies
- exploring issues
- improving team cohesion
- meeting legislative or regulatory requirements
- practising skills, systems or procedures
- promoting awareness
- sharing information
- validating training objectives or learning outcomes

Exercise focus may include:

- improving systems, plans or arrangements
- developing/training participants
- sharing information
- testing or auditing systems, plans, arrangements, facilities, and/or individual or team competencies

Components of the exercise program may include:

- exercise name
- authorities, permissions and governance
- scope or purpose statement
- aim and objectives
- activity plan
- detailed schedule of activities
- location (s)
- risk and safety management plan
- budget and logistics plan

- evaluation/assessment plan
- evidence collection tools/templates
- debrief plan

Exercise style may include:

- case study
- discussion/desktop exercises
- hypothetical exercise/scenario analysis
- distributed interactive exercise
- field exercise
- functional centre exercises
- role play

Design planning processes may include:

- Determining assessment and performance criteria
- planning briefings and debriefings
- developing contingency plans
- scenario and activity design
- developing background information and exercise inputs
- determination of activity management structure
- developing documentation
- issuing notifications to affected stakeholders
- identifying and managing risks
- identifying and securing resources
- meetings
- developing and reviewing key performance indicators
- scoping of agencies participating and the level at which they are participating
- seasonal weather considerations
- agreeing on duration of exercise activities

Exercise documentation may include:

- Activity inputs (general and special ideas)
- activity notification
- activity management checklists
- assessor documentation
- evaluation checklist
- evidence collection templates
- exercise injects
- general instruction
- incident action plans
- meeting details
- permissions and approvals
- risk assessments
- risk action plans
- safety instructions
- specific inputs
- timetable/schedule of events
- umpire documentation

Resources may include:

- agency guidelines/instructions
- catering
- equipment
- exercise staff
- 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 support

Unit Sector(s)

Not applicable.