HLTPOP024 Develop a disaster plan

Release: 1

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Modification History

Release	Comments
Release 1	This version was released in *HLT Health Training Package release 3.0* and meets the requirements of the 2012 Standards for Training Packages. Minor changes to the elements and performance criteria. New evidence requirements for assessment, including volume and frequency requirements. Minor changes to knowledge evidence. Supersedes HLTPOP523C

Application

This unit describes the skills and knowledge required to develop a plan which sets out the roles and responsibilities of workers and others in the community, for responding to a disaster. This plan will be developed in consultation with other relevant agencies and key people.

This unit applies to work in a public health context and workers at this level are required to apply judgement within broad guidelines and take responsibility for their own outputs. Workers may be responsible for overseeing the outputs of others.

The skills in this unit must be applied in accordance with Commonwealth and State/Territory legislation, Australian/New Zealand standards and industry codes of practice.

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
Elements define the essential outcomes.	*Performance Criteria specify the level of performance needed to demonstrate achievement of the Element.*
1. Determine framework for creating a disaster plan	1.1 Identify and review existing disaster plans of the organisation
	1.2 Identify and document government policies which affect the organisation's response to a disaster
	1.3 Identify legislative and statutory requirements

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	impacting on the disaster plan
	1.4 Consult with local, State/Territory and federal government agencies as required to identify and determine roles and responsibilities in the disaster plan
2. Identify and liaise with appropriate community organisations	2.1 Identify community organisations to be involved in a disaster plan and develop an information database
	2.2 Establish contact through a variety of communication strategies
	2.3 Identify restrictions to effective liaison and develop processes to promote communication with other agencies
	2.4 Consult with identified community organisations to identify and determine roles and responsibilities in the disaster plan
3. Incorporate local requirements for disaster planning and relief into a plan	3.1 Collect information on local requirements and resources from key people and organisations
	3.2 Identify and determine availability of resourcing requirements for a disaster plan response
	3.3 Develop plan in accordance with organisation policy and relevant legislation requirements
	3.4 Establish parameters for reviewing and evaluating plan
	3.5 Develop a communications strategy to promote the disaster plan to local community, government and other agencies
	3.6 Implement the communications strategy
4. Identify and train volunteers	4.1 Determine roles within the disaster plan performed by volunteers and clarify responsibilities involved
	4.2 Invite individuals and organisations to take up roles as part of the disaster plan
	4.3 Establish training requirements for volunteers to understand the disaster plan and perform their role
	4.4 Develop a training program and schedule
	4.5 Deliver training to volunteers
	4.6 Evaluate and adjust training in accordance with

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Elements define the essential outcomes.	*Performance Criteria specify the level of performance needed to demonstrate achievement of the Element.*
	disaster plan modifications

Foundation Skills

The Foundation Skills describe those required skills (language, literacy, numeracy and employment skills) that are essential to performance.

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Unit Mapping Information

No equivalent unit

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=ced1390f-48d9-4ab0-bd50-b015e5485705