



Australian Government

PMAOMIR430 Conduct and assess incident exercises

Release: 1

PMAOMIR430 Conduct and assess incident exercises

Modification History

Release 1. Supersedes and is equivalent to PMAOMIR430B Conduct and assess incident exercises

Application

This unit of competency covers the skills and knowledge required to conduct and assess incident exercises.

This unit of competency applies to incident coordinators, managers, technical specialists or those in similar roles who are part of an incident response team. They may, but may not, have an ongoing role in managing the training and incident exercise system.

They will be required to plan and design exercises that approximate incident situations and responses and which meet identified objectives, manage and monitor scheduled and unscheduled exercises, provide feedback and debriefing, and evaluate the outcomes of incident exercises.

An incident is an event which causes, or could have caused, injury or illness; damage to plant, material or the environment; disruption to production or public alarm.

An incident is an unintended event, or an unintended consequence of an intended event, such as:

- fire and explosion
- loss of containment
- excursions above/below acceptable limits for emissions or plant conditions
- excursions above occupational hygiene or biological exposure limits
- non-compliance with regulatory requirements
- security breaches
- failure to follow procedures
- complaints
- vehicle incidents
- on/off-site incidents.

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

Pre-requisite Unit

Nil

Competency Field

Incident readiness and response

Unit Sector

Elements and Performance Criteria

Elements describe the essential outcomes.

Performance criteria describe the performance needed to demonstrate achievement of the element.

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|---|-----------------------------|-----|---|
| 1 | Determine objectives | 1.1 | Identify the need for the incident exercise in consultation with stakeholders |
| | | 1.2 | Determine the objectives of the exercise which meet the identified need |
| | | | |
| 2 | Design exercise | 2.1 | Select the exercise style, consistent with the objectives, in consultation with stakeholders |
| | | 2.2 | Design the exercise to ensure that objectives are met and address health, safety and environment (HSE) issues |
| | | 2.3 | Identify and secure the resources to support the exercise |
| | | 2.4 | Document the exercise plan and prepare running sheet |
| | | 2.5 | Distribute the exercise plan and running sheet stating the objectives to appropriate personnel |
| | | | |
| 3 | Manage exercise | 3.1 | Brief personnel involved in the exercise in respect of aims, objectives, expectations and activity outcomes |
| | | 3.2 | Use the exercise plan to initiate and facilitate the conduct and direction of the exercise |
| | | 3.3 | Conduct the exercise in a manner that addresses HSE issues |
| | | 3.4 | Monitor the progress of the exercise and provide feedback to personnel |
| | | | |
| 4 | Evaluate | 4.1 | Plan a post-exercise debrief based on the conduct and |

outcomes

outcomes of the exercise

- 4.2 Conduct a debrief with activity personnel
- 4.3 Review outcomes of the activities against objectives
- 4.4 Prepare and distribute a report of the activity to stakeholders

Foundation Skills

This section describes those 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.

Range of Conditions

This field allows for different work environments and conditions that may affect performance. Essential operating conditions that may be present (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) are included.

Regulatory framework The latest version of all legislation, regulations, industry codes of practice and Australian/international standards, or the version specified by the local regulatory authority, must be used, and include one or more of the following:

- legislative requirements, including work health and safety (WHS)
- industry codes of practice and guidelines
- environmental regulations and guidelines
- Australian and other standards
- licence and certification requirements

All operations to which this unit applies are subject to stringent health, safety and environment (HSE) requirements, which may be imposed through state/territory or federal legislation, and these must not be compromised at any time. Where there is an apparent conflict between performance criteria and HSE requirements, the HSE requirements take precedence.

Incident response

Incident response includes one or more of the following:

- deployment of site incident response personnel
- containing/controlling the incident at source and or its spread
- search and rescue operations

- engagement of external emergency services (such as fire, ambulance, rescue and military)
- liaison with other agencies (such as environmental, clean-up and specialised troubleshooters)
- evacuation
- hazard control

Incident response actions must:

- be in accordance with and relevant organisation procedures
- use appropriate response equipment, where required
- prioritise the safety and/or successful recovery of personnel and others affected by the incident response
- **not** inhibit effectiveness of the incident response or further contribute to the incident.

Incident exercises

Incident exercises include one or more of the following:

- scenario analyses
- case studies
- role plays
- discussion exercises/desktop exercises
- functional centre exercises (specific task environments within the workplace)
- field exercises
- synthetic training
- high level architecture

Incident exercises incorporate one or more of the following:

- multimedia
- computer-based
- virtual reality
- distributed interactive software
- other appropriate formats or technology
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Exercise design

Exercise design includes:

- determination of activity management structure
- development of documentation
- design of activity
- plans for:
 - issuing notifications

- briefings and debriefings

Activity personnel Activity personnel refers to people who assist in the conduct of the incident exercise and include one or more of the following:

- activity director
- directing staff/coordinators/facilitators
- safety officers
- assessors/umpires
- public relations staff
- casualty simulators
- role player liaison officers
- administrative/welfare personnel to support learning and assessment tools

Running sheet A running sheet is a summary document/check list including one or more of the following:

- who is involved in the exercise
- who does what to whom and when
- evaluation information
- safety instructions
- timetable/schedule of events
- activity inputs

Procedures All operations must be performed in accordance with relevant procedures.

Procedures are written, verbal, visual, computer-based or in some other form, and include one or more of the following:

- emergency procedures
- work instructions
- standard operating procedures (SOPs)
- safe work method statements (SWMS)
- formulas/recipes
- batch sheets
- temporary instructions
- any similar instructions provided for the smooth running of the plant

Unit Mapping Information

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Links

Companion Volume implementation guides are found in VETNet -

<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=9fc2cf53-e570-4e9f-ad6a-b228ffdb6875>