PMAOMIR512B Establish incident response preparedness and response systems

Revision Number: 1

PMAOMIR512B Establish incident response preparedness and response systems

Modification History

Not applicable.

Unit Descriptor

Unit descriptor	This unit covers the strategic management functions required to develop and establish incident response preparedness and response systems. Using the results of hazard analyses as a starting point, a person would establish an interactive process and manage a collaborative effort which raises the ability of the organisation to respond to an incident.

Application of the Unit

Application of the unit	In a typical scenario a person would gather strategic operational and risk information and translate that into a framework of management and operational systems which enable organisation personnel to effectively prepare for and respond to an incident. During development of and on completion of the system the person would liaise with external agencies or mutual assistance partners.
	Key features of the competence would be:
	• establishment of management and operational systems
	• production of written strategies, tactics and procedures
	• testing and assessing aspects of the incident response system
	The person may:
	• identify and familiarise themselves with appropriate and relevant legislation
	• consult widely within the organisation
	• facilitate and manage the introduction and operation of the system
	• facilitate the review of the incident response system
	Generally, the person would be part of an incident management team and typically respond to an incident manager. While independent action may sometime be required, the person is expected to liaise, cooperate and consult with other members of the team as necessary.

Licensing/Regulatory Information

Not applicable.

Pre-Requisites

Prerequisite units		

Employability Skills Information

Employability skills	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 performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the required skills and knowledge section and the range statement. Assessment of performance is to be consistent with the evidence guide.

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1. Clarify the requirements for incident preparedness and response systems	1.1. Access, interpret and clarify the legislative and statutory requirements and standards related to incident preparedness and response systems. 1.2. Access, interpret and clarify the site requirements relating to systematic analysis of hazards, technical and operational information. 1.3. Consult and collaborate with relevant stakeholders, specialists and emergency services as necessary and in accordance with legislative requirements
2. Design incident response plans and systems	2.1. Develop an organisational structure for the management of incident preparedness and response from an analysis of relevant technical and operational information 2.2. Establish incident response procedures for management of decision making processes and decision monitoring systems 2.3. Develop incident response procedures for the containment of various types of incidents from an analysis of relevant technical and operational information 2.4. Identify and develop required management and operational systems to support incident preparedness and response in compliance with legislative and site requirements 2.5. Build in processes for evaluation into the plan and system and comply with legislative requirements and/or special site needs 2.6. Ensure all aspects of the plan are consistent with commitments to health, safety and protection of the environment 2.7. Review the plan and systems in conjunction with relevant stakeholders and specialists
3. Manage the implementation of the incident preparedness plan and response systems	3.1. Document and disseminate plans and systems to the appropriate personnel 3.2. Identify required services, personnel, equipment and resources for various types of incidents 3.3. Ensure arrangements are made to ensure required services, personnel, equipment and resources are ready for immediate mobilisation/deployment
4. Ensure periodic and timely evaluation of the incident preparedness plans and response systems	4.1. Encourage, receive and review suggestions and recommendations for changes to incident preparedness plans and response systems and where appropriate, assist implementation 4.2. Initiate and conduct evaluations as prescribed by the plan and in accordance with commitment to health, safety, protection of the environment and legislative requirements

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Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE
This describes the essential skills and knowledge and their level, required for this unit.
Required skills
Competence includes the ability to isolate the causes of problems within the incident response system and to be able to distinguish between causes of problems indicated by: • poorly formulated and developed incident preparedness plans • inaccurate or misleading site plans • lack of access to site information and recording systems • poor hazard identification and control practices • inaccurate evaluation of systems • inaccurate or misleading reports • lack of identified or established site facilities for incident management • inability to communicate effectively with people personally or through technical devices during incidents • ineffective of disorganised personnel and resources • poorly developed action plans • inappropriate or improper information analyses • inappropriate or ineffective decisions • inability to participate as a team member.
Required knowledge
The knowledge referred to in the Evidence Guide for this unit includes: • incident response and disaster planning processes and techniques • relevant legislation and standards • equipment required for different types of equipment • incident resources and how to access them • different types of incidents and risks • hazard identification and control methods and procedures • risk management principles and techniques • structure, roles, capabilities and operational limitations of external resources and agencies • rescue techniques • intervention and control techniques for heating, fires and explosions • media policies and procedures • insurance policies and considerations • economic impact and considerations.

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 the Training Package.	
Overview of assessment	Assessment for this unit of competency will be by way of simulation or observation under incident conditions. The unit will be assessed in as holistic a manner as is practical and may be integrated with the assessment of other relevant units of competency. Assessment will occur over a range of situations which can include a variety of incident circumstances. Simulations must, as closely as possible, approximate actual incident conditions and should be based on the actual facility. Assessments should include walk-throughs of the relevant competency components and may include the use of case studies/scenarios and role plays. This unit of competency requires a significant body of knowledge which will be assessed through questioning and the use of 'what-if' scenarios both in the facility (during demonstration of normal operations and walk-throughs of abnormal operations) and off the site.
Critical aspects for assessment and evidence required to demonstrate competency in this unit	Competence must be demonstrated in the ability to recognise and analyse potential situations requiring action and then in implementing appropriate responsive action. T he emphasis should be on the ability to deal effectively with the incident or to contribute effectively to the recovery from the incident. Consistent performance should be demonstrated. In particular look to see that: • incident response planning is appropriate for the circumstances • containment strategies are developed for management of different types of incidents • understanding of the role of stakeholders and specialists at incidents is demonstrated • understanding of the structure and roles of on-site functions and personnel is demonstrated • information gathering, analysis and communication are conducted effectively • action plan development and evaluation meets organisational requirements • establishment of incident operations facilities meets organisational requirements • effective post-incident management planning is undertaken • evaluations of incident preparedness and response plans are successfully demonstrated

EVIDENCE GUIDE	
	These assessment activities should include a range of problems, including new, unusual and improbable situations which may have been generated from past workplace incident history, incidents in similar workplaces around the world, hazard analysis activities and/or similar sources.
Context of and specific resources for assessment	Assessment will require (1) access to an accurately simulated environment or (2) a suitable method of gathering evidence of responding ability over a range of situations. A bank of scenarios/case studies/what-ifs and a bank of questions to probe the reasoning behind the observable actions will likewise be required.
Method of assessment	It may be appropriate to assess this unit concurrently with other relevant units.
Guidance information for assessment	Assessment processes and techniques must be culturally appropriate and appropriate to the oracy, language and literacy capacity of the assessee and the work being performed.

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, if used in the Performance Criteria, is detailed below. Add any essential operating conditions that may be present with training and assessment depending on the work situation, needs if the candidate, accessibility of the item, and local industry and regional contexts.	
Codes of practice/ standards	Where reference is made to industry codes of practice, and/or Australian/international standards, the latest version must be used.
Context	Incidents may include: • fire • explosion • gas or oil leak • accident • bomb threat • missing personnel • combination of the above Management and operational systems to support incident preparedness and response include (but are not limited to): • evacuation • emergency operations structure • communications • information management • documentation and reporting requirements • resource management • training • audit and review system • financial management • post incident actions External services may include (but are not limited to): • fire brigade • ambulance • medical services • local emergency management organisations • media • security services • solicitors • engineers • scientists

RANGE STATEMENT	
Health, **safety and environment** (**HSE**)	All operations to which this unit applies are subject to stringent health, safety and environment requirements, which may be imposed through State 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.
Relationship to Major Hazard Facility Legislation	Organisations within the Chemical, Hydrocarbons and Oil Refining industries may find themselves falling under the provisions of various Major Hazard Facilities legislation. In developing this unit consideration has been given to the requirements of Sections 8 and 9 of the National Standard for the Control of Major Hazard Facilities [NOHSC:1014(2002)] and the National Code of Practice for the Control of Major Hazard Facilities [NOHSC:2016(1996)]. This unit will assist individuals to meet some of their obligations under the relevant State or Territory legislation. Responsibility for appropriate contextualisation and application of the unit to ensure compliance however, remains with the individual organisation.

Unit Sector(s)

Unit sector	Support/generic

Competency field

Competency field	

Co-requisite units

Co-requisite units		

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