



**Australian Government**

# **PUAEMR007 Develop emergency management plans**

**Release: 1**

# PUAEMR007 Develop emergency management plans

## Modification History

**Release 1.** This is the first release of this unit of competency in the PUA Public Safety Training Package.

## Application

This unit of competency involves the skills and knowledge required to develop new or revised emergency management plans within an organisation. These plans may focus on one or more aspects of emergency management i.e. prevention, preparedness, response and/or recovery.

It includes establishing and planning context and framework, developing agreed processes and methodology and undertaking risk research and analysis. It also includes developing and refining planning parameters, documenting emergency plans, validating and implementing planning outcomes as well as monitoring and reviewing planning processes and outcomes.

The unit applies to personnel responsible for developing emergency management plans within an organisation.

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

## Pre-requisite Unit

Not applicable.

## Competency Field

Emergency Management

## Unit Sector

Not applicable

## Elements and Performance Criteria

### ELEMENTS

Elements describe the essential outcomes.

#### **1 Establish planning context and framework**

### PERFORMANCE CRITERIA

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

Authority to plan is confirmed by legislation, direction, organisational or other managerial agreement

- 1.2 Planning environment is clarified by analysing emergency management plan drivers and risk assessments
    - 1.3 Legislative, regulatory and organisational requirements, policy, procedures, existing arrangements and plans impacting on the planning framework are identified and analysed
    - 1.4 Interests, sensitivities, roles and responsibilities of key stakeholders are identified
    - 1.5 Planning purpose, aims, objectives and governance frameworks are developed and refined with stakeholders
- 2 Develop agreed planning processes and methodology**
  - 2.1 A project scope is developed considering emergency management plan constraints
  - 2.2 Processes for negotiating outcomes, making decisions, reporting, monitoring progress and quality are agreed, in accordance with organisational procedures
  - 2.3 Consultation and communication plan is developed and implemented, in accordance with organisational procedures
  - 2.4 Sources of expertise are identified to contribute specialised information and analysis, as required
  - 2.5 Emergency management plan structure is agreed in consultation with stakeholders, in accordance with organisational procedures
  - 2.6 Project plan is prepared and approved in consultation with stakeholders, in accordance with organisational procedures
- 3 Undertake risk research and analysis**
  - 3.1 Project scope is reviewed in response to new information or changes in resources and planning environment
  - 3.2 Analysis and research tools are used in developing emergency management plan
  - 3.3 Emergency risk information register is built or updated using credible emergency management sources
  - 3.4 Emergency risk management strategies are assessed

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|----------------------------------------------------|------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                                                    | <b>3.5</b> | Organisational vulnerability is determined by analysing susceptibility and resilience to risks                                                                                             |
|                                                    | <b>3.6</b> | Emergency management plan is confirmed as appropriate risk treatment                                                                                                                       |
| <b>4 Develop and/or refine planning parameters</b> | <b>4.1</b> | Emergency management plan arrangements are reviewed or developed to identify potential gaps or duplication in roles and responsibilities                                                   |
|                                                    | <b>4.2</b> | Emergency management plan strategies and tactics are identified and confirmed, in consultation with stakeholders                                                                           |
|                                                    | <b>4.3</b> | Resources and services including potential critical shortfalls are identified                                                                                                              |
|                                                    | <b>4.4</b> | Financial and contractual arrangements for accessing or acquiring resources and services are developed, in accordance with organisational procedures                                       |
|                                                    | <b>4.5</b> | Arrangements for the command, control and coordination of emergency response or recovery operations are confirmed                                                                          |
|                                                    | <b>4.6</b> | Contingencies to address potential problems are developed with relevant organisations and service providers, in accordance with organisational policies and procedures                     |
|                                                    | <b>4.7</b> | Organisational implications of new or revised plans are identified and assessed                                                                                                            |
| <b>5 Document emergency plan</b>                   | <b>5.1</b> | Emergency management plan is iteratively developed in consultation with stakeholders                                                                                                       |
|                                                    | <b>5.2</b> | Emergency management plan is prepared, in accordance with organisational procedures and industry standards and is consistent with broader jurisdictional emergency management arrangements |
|                                                    | <b>5.3</b> | Language used is clear, concise and appropriate for documentation purpose and audience                                                                                                     |
|                                                    | <b>5.4</b> | Planning records, supporting documentation and contact information is maintained, in accordance with organisational procedures and industry standards                                      |
| <b>6 Validate and implement</b>                    | <b>6.1</b> | Compatibility, links and interactions between the                                                                                                                                          |

|                                                           |                                                                                                                                                               |
|-----------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>planning outcomes</b>                                  | emergency management plan and other organisational documentation is reviewed                                                                                  |
|                                                           | 6.2 Specific benefits of the emergency management plan are promoted to stakeholders and other organisations to establish support                              |
| <b>7 Monitor and review planning process and outcomes</b> | 7.1 Maintenance and audit schedule is implemented, in accordance with organisational policies and procedures                                                  |
|                                                           | 7.2 Deficiencies identified during audit, activation or implementation of the emergency management plan are analysed and are reported to authorised personnel |
|                                                           | 7.3 Emergency management plan amendments are negotiated, documented and authorised, in accordance with organisational procedures                              |
|                                                           | 7.4 Opportunities for improving emergency planning processes are reported to authorised personnel                                                             |

## Foundation Skills

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

## Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions may be found in the Companion Volume Implementation Guide.

## Unit Mapping Information

This unit replaces and is equivalent to PUAEMR028 Develop emergency management plans.

## Links

PUA Training Package Companion Volume Implementation Guide is found in VETNet - <https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=3eca5672-6d5a-410b-8942-810d0ba05bbf>