Australian Government

PUAEMR013 Design emergency management exercises

Release: 1

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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 design, develop and/or modify activities that exercise elements of emergency management exercise arrangements. It includes determining exercise purpose by designing and planning exercise activities, assessing exercise risks and then planning resource allocation

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. An exercise can range from a small activity in a volunteer emergency response unit to a major evacuation exercise for an industrial plant.

The unit applies to personnel with responsibility for designing emergency management exercises. The design skills in this unit can be applied to any context in which an emergency management exercise is appropriate.

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	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.

1	**Determine exercise purpose**	**1.1**	Exercise stakeholders are identified and engaged, in accordance with organisational policies and procedures
		1.2	Exercise governance arrangements are confirmed, in accordance with organisational policies and procedures
		1.3	Exercise aim is identified, in consultation with stakeholders
		1.4	Exercise objectives are confirmed as meeting identified aim
		1.5	Exercise focus 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, in accordance with organisational policies and procedures
		2.2	Governance and planning meetings are held, agreements and decisions are made and outcomes are communicated to stakeholders
		2.3	Components of the exercise program are identified, developed and documented in the exercise plan
		2.4	Exercise style and activities consistent with objectives are selected, in consultation with stakeholders
		2.5	Design planning processes are undertaken with stakeholders to meet exercise objectives and components
		2.6	Exercise documentation is prepared, in accordance with organisational policies and procedures
3	**Assess exercise risks**	**3.1**	Risk and safety considerations are identified and included in the planning process
		3.2	Activities which mitigate or reduce risks associated with conducting exercise activities are designed
		3.3	Exercise risk and safety management plan is prepared, in accordance with organisational policies and procedures
4	**Plan resource allocation**	**4.1**	Resources to support the exercise are identified and secured

4.2	Exercise location and/or host is identified and a commitment to achieving exercise objectives is secured
4.3	Appropriate authorisation to use resources are obtained and documented, in accordance with organisational policies
4.4	Availability and timeframes for use of resources is agreed by appropriate personnel and/or authorities

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 PUAEMR031 Design emergency management exercises.

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