



Australian Government

PUAEMR021 Facilitate emergency planning processes

Release: 1

PUAEMR021 Facilitate emergency planning processes

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 collaboratively facilitate development of new or the revision of existing facility emergency response plans in a multi-organisational and community context. Such plans may focus on one or more aspects of emergency management such as prevention, preparedness, response and/or recovery.

It includes establishing the facility emergency response planning context and framework, developing agreed planning processes and methodology and undertaking research and analysis for emergency management planning. It also includes developing and refining emergency management planning outcomes, documenting the emergency plan and validating the plan.

The unit applies to personnel responsible for developing emergency management plans within or by local government, emergency services or government agencies and departments, event organisers, utilities, critical infrastructure or high occupancy buildings and service providers.

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.

PERFORMANCE CRITERIA

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

- 1 Establish emergency planning context and framework**
 - 1.1 Authority to plan is confirmed with reference to legislation, organisational direction, community or managerial agreement
 - 1.2 Planning environment is clarified by analysing emergency management planning drivers and risk assessments
 - 1.3 Considerations impacting planning frameworks are identified and analysed
 - 1.4 Stakeholders, their potential interests, sensitivities, roles and responsibilities are identified
 - 1.5 Planning team is established with an appropriate balance of expertise, stakeholder representation and authority to achieve desired outcomes
 - 1.6 Emergency management plan aims, objectives and governance framework are developed and refined with stakeholders
- 2 Develop agreed planning processes and methodology**
 - 2.1 A project scope is developed considering emergency management planning constraints
 - 2.2 Processes for negotiating outcomes, key performance indicators, information management, reporting, accountability and decision making strategies are developed and agreed, in accordance with organisational procedures
 - 2.3 Consultation and communication plans are developed and implemented, in accordance with organisational procedures
 - 2.4 Sources of expertise are identified to contribute specialised information and analysis to the planning process, as required
 - 2.5 A project plan is prepared and approved, in consultation with stakeholders
- 3 Undertake research and analysis for facility emergency response planning**
 - 3.1 Plan is regularly reviewed in response to latest information, changes in resources and planning environments
 - 3.2 Appropriate research tools and consultation strategies

for facility emergency response planning are chosen, in accordance with organisational procedures

3.3 Body of community information and risks and safety expectations are obtained from credible facility emergency management sources

3.4 Emergency management strategies are assessed to address vulnerability of communities and environments by analysing risk

3.5 The plan's role as an appropriate risk treatment is confirmed with relevant personnel, in accordance with organisational procedures

4 Develop and refine emergency management planning outcomes

4.1 Emergency management arrangements are developed and reviewed to identify gaps or duplication in roles and responsibilities

4.2 Emergency management strategies and responsibilities are identified and confirmed, in consultation with stakeholders

4.3 Broad categories and types of resources and services required, including potential critical shortfalls, are identified

4.4 Financial and contractual arrangements for accessing or acquiring resources and services, are developed

4.5 Arrangements for the command, control and coordination of facility emergency response or recovery are addressed in the plan

4.6 Contingencies to address potential problems are developed with relevant organisations and service providers

4.7 Community and organisational implications of new or revised emergency management plans are identified, in consultation with stakeholders

5 Document emergency plan

5.1 Emergency management plan is reviewed and documented, in consultation with stakeholders

5.2 Plan is prepared, in accordance with organisational procedures and industry standards, consistent with broader jurisdictional emergency management arrangements

- 5.3 Clear and concise language appropriate for stakeholders and community is used in documentation
 - 5.4 Planning records, supporting documentation and contact information are maintained, in accordance with organisational procedures and industry standards
- 6 Validate plan**
- 6.1 Maintenance and audit schedules are implemented, in consultation with relevant personnel and stakeholders
 - 6.2 Outcomes of the review are used to refine plan, in consultation with stakeholders
 - 6.3 Conduct an exercise to test emergency management plan effectiveness

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 PUAEMR021A Facilitate emergency planning processes.

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>