



Australian Government

Department of Education, Employment and Workplace Relations

PUADEFRM205B Manage emergency operations

Revision Number: 1

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Modification History

Not applicable.

Unit Descriptor

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This unit covers the competency required to plan and prepare for emergency operations and manage emergency operations in a training area or a range.

Emergency operations are the result of a range or training area incident such as injury, accident or bushfire that generates a requirement to coordinate and manage activities between users and other emergency services.

A control and management facility (the operations centre) is normally activated to manage an emergency on the range or training area. The level and complexity of activities of the operations centre will vary to meet operational requirements.

Application of the Unit

Application of the Unit

This unit was developed for range management and range control work within Defence but may be applicable to work in this field.

Typically, people who or apply this unit would work independently or as part of a team under direct and indirect supervision, use discretion and judgement and take responsibility for the quality of their outputs. All activities are carried out in accordance with relevant organisational policies and procedures.

Licensing/Regulatory Information

Not applicable.

Pre-Requisites

Prerequisite Unit/s Nil

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 required performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the Required Skills and Knowledge and/or the Range Statement. Assessment of performance is to be consistent with the Evidence Guide.

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1. Prepare for operations	<p>1.1 Operational information is obtained and hazards are identified to permit accurate assessment of the problem</p> <p>1.2 Operational plans are activated in accordance with local emergency management practices and procedures</p>
2. Manage an operations centre	<p>2.1 Operations centre tasks are allocated and briefings are conducted in accordance with operational plans</p> <p>2.2 Internal and external liaison networks are activated and maintained to ensure effective communication</p> <p>2.3 Operations centre staff work is supervised to ensure it meets relevant OH&S and other regulatory requirements</p> <p>2.4 Physical and financial resources are managed in accordance with the organisation's policies and procedures</p>
3. Manage operational information	<p>3.1 Operation centre staff are tasked to collect and collate operational information using standard operational procedures</p> <p>3.2 Information flow is managed in accordance with standard operating procedures</p> <p>3.3 Operational information is analysed to modify and update plans and prioritise tasks in accordance with operational plans and policies</p> <p>3.4 Regular and timely situation reports are raised and distributed in accordance with organisational standards</p> <p>3.5 Radio and allied communication nets are established in accordance with standard operating procedures</p> <p>3.6 Message and information management systems are implemented and maintained to provide accurate operational records</p>
4. Make operational decisions	<p>4.1 Extent of the operational area is promptly identified</p> <p>4.2 Operational strategies are identified, assessed and implemented in accordance with local emergency management arrangements and standard operating procedures</p>

ELEMENT	PERFORMANCE CRITERIA
1. Prepare for operations	<p>1.1 <i>Operational information</i> is obtained and hazards are identified to permit accurate assessment of the problem</p> <p>1.2 <i>Operational plans</i> are activated in accordance with local emergency management practices and procedures</p> <p>4.3 <i>Hazards</i> are identified and prioritised to ensure that the response is appropriate to the type and scale of the event</p> <p>4.4 Termination of the operation is accomplished in accordance with operational standards</p>
5. Manage post operation activities	<p>5.1 Debriefing requirements are met in accordance with organisational standards</p> <p>5.2 <i>Operational reports</i> are prepared in accordance with organisation's policies and procedures</p> <p>5.3 Training and operational planning review requirements are met to enhance future operations</p>

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

This describes the essential skills and knowledge and their level, required for this unit.

Required Skills

- apply verbal and non-verbal communication techniques
- conduct regular briefing and debriefing
- encourage and support team members
- establish an improvised operations centre
- establish an operational plan and adapt the plan as circumstances change
- identify operational areas of concern
- maintain a calm approach under stress
- manage communications within and between teams and organizations
- participate as a team member
- plan for emergency response, including the setting up of appropriate control and coordination structures
- provide and receive feedback in a constructive manner
- raise regular and timely situation reports
- read and understand organisations policies, procedures
- solve problems and make decisions
- work in a team

Required Knowledge

- communications equipment and systems
- composition of teams and roles and responsibilities of team members
- emergency plans
- local alert and warning systems
- local documentation requirements
- local operating procedures
- local operational briefing and debriefing procedures
- locally available resources, their capabilities and access to them
- locally used information management and communications systems
- nature of local hazards and plans, including effects on the provision of communications
- principles of risk management
- relevant OH&S and regulatory requirements
- team work principles and strategies
- verbal and non-verbal communication techniques
- written communication to a level required to complete workplace documentation and reports

Evidence Guide

EVIDENCE GUIDE

Critical aspects for assessment and evidence required to demonstrate competency in this unit

Assessment must confirm the ability to plan and prepare for emergencies, to manage emergency operations and to manage post emergency operational activities.

Consistency in performance

Competency should be demonstrated in a range of actual or simulated emergency contexts.

Context of and specific resources for assessment

Context of assessment

Competency should be assessed in the workplace or in a simulated work environment, in accordance with all relevant legislation and Defence requirements.

Specific resources for assessment

Access to an operations centre and an operating range and training area.

Guidance information for assessment

In all cases assessment should be supported by questions to assess knowledge and those aspects of competency which are difficult to assess directly.

Questioning techniques should suit the language and literacy levels of the candidate.

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 in the Performance Criteria is detailed below.

Operational information may include	<ul style="list-style-type: none"> Access and egress routes Estimated duration of the emergency Location of incidents Nature and extent of the emergency Number and nature of casualties Other organisations involved Potential hazards Resources available Weather forecast
Operational plans may include	<ul style="list-style-type: none"> Regional, state or national plans Those in Range Standing Orders User formation or unit instructions
Task allocation may be	<ul style="list-style-type: none"> An allocation of response teams based on resources available, competency and authority to act Guided by the organisation's policies and assessments of tasks
Communication nets may include	<ul style="list-style-type: none"> HF, VHF and UHF radio systems Internet or intranet links Satellite phones Telephone systems
Hazards may include	<ul style="list-style-type: none"> Adverse weather Closed access routes Environmental conditions Hazardous materials Limited access to resources Protracted response operations Utilities

RANGE STATEMENT**Operational reports may include**

Debrief reports
Organisational reports
Those required for coronial or other legal proceedings

Unit Sector(s)

Not applicable.

Corequisite Unit/s

Co-requisite Unit/s	Nil
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