



Australian Government

PUASAR035 Develop plans for deployment of a USAR task force

Release 2

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Modification History

Release	TP Version	Comments
2	PUA12 V2.1	Editorial changes.
1	PUA12 V2	New unit.

Unit Descriptor

This unit covers the competency required to prepare and develop Urban Search and Rescue (USAR) task force plans for the deployment of a USAR task force.

Inherent in the development of these plans is the ability to analyse the operational requirements arising from the incident and to determine the requisite team capabilities needed by the task force team/s prior to their deployment inter-and- intrastate, and internationally.

A person performing this role operates a component part of the task force management team. A USAR task force leader is responsible for the management of a task force under his or her command.

It is recognised that a USAR task force will operate within the command and control system established by the organisation within the legislative authority for the incident, which may not be the Australasian Inter-service Incident Management System (AIIMS) or the New Zealand Coordinated Incident Management System (CIMS). However, the USAR task force will operate in accordance with AIIMS or CIMS and will plug into the command and control system used by the host organisation.

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

Application of the Unit

This unit applies to a person performing the role of a USAR task force leader. This role is responsible for the management of a USAR task force specifically:

- preparation of task force mobilisation and demobilisation plans
- preparation of task force evacuation plans in conjunction with preplanning processes
- preparation of task force redeployment plans
- identification of task force reconnaissance and forward deployment capabilities
- development of briefing papers for the establishment of a reception centre for receiving incoming emergency response teams
- establishment of information management systems for the storing and archiving of data
- development of a communications plan and its management within the task force
- establishment of the task force structure within the USAR environment

Compliance with legislative or regulatory requirements of Australian jurisdictions or the host country may be required.

Licensing/Regulatory Information

Not applicable.

Pre-Requisites

PUACOM007B Liaise with other organisations
PUACOM012B Liaise with media at a local level
PUAEMR023 Assess emergency risk
PUAMAN007B Manage financial resources
PUAOPE015A Conduct briefings and debriefings

Employability Skills Information

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 Range Statement. Assessment of performance is to be consistent with the Evidence Guide.

Elements and Performance Criteria

ELEMENTS

1. Prepare USAR task force for mobilisation

2. Establish arrangements for mobilisation of USAR task force

3. Develop plans to support USAR task force arrangements

PERFORMANCE CRITERIA

- 1.1 Request for support is received and task force leader is briefed by *relevant personnel* and *roles and responsibilities* confirmed.
- 1.2 *Agencies involved in the emergency incident* are confirmed and liaison arrangements established, where required.
- 1.3 *Transport, welfare* and *mobilisation plans* are prepared and documented for USAR task force deployment in accordance with the *emergency management arrangements, policies and procedures* of the state/territory or country requesting assistance.
- 1.4 Plans are based on *risk management* within a USAR context.
- 1.5 USAR task force resources are organised and recorded in accordance with *asset management principles* implemented by the agency.
- 1.6 *Financial considerations when deploying a USAR task force* are factored into the planning for mobilisation and deployment of resources.
- 1.7 Reports and summaries are maintained as required by standard operating procedures.
- 1.8 *Deployment notification processes* are implemented in accordance with the policies and procedures of the state/territory or country requesting USAR task force.
- 1.9 USAR task force briefing is conducted using *SMEAC-Q* format.
- 2.1 *Reception centre* is established and incoming emergency response teams are *processed* and *briefing paper for incoming task force* is prepared.
- 2.2 USAR task force reconnaissance and forward deployment capabilities are confirmed and prepared in accordance with agreed USAR protocols.
- 2.3 USAR task force *deployment briefing* is conducted.
- 2.4 USAR task force is briefed on situational and cultural sensitivities of the country or location to which they are being deployed.
- 3.1 *Communications plan* is prepared and documented by the task force leader.
- 3.2 *Media plan* is prepared, implemented and managed.

4. Complete USAR task force administration information

- 3.3 *Content for an evacuation plan* is prepared, taking into account a series of *key factors*.
- 3.4 Demobilisation plan is prepared and documented
- 4.1 USAR *information sources* are identified.
- 4.2 Information is collected, based on identified needs and is reviewed for applicability and accessibility.
- 4.3 *Plans* that will provide required information are prepared.
- 4.4 Timely and relevant information is collected in a form suitable for analysis, interpretation and distribution.
- 4.5 Available information systems are used to store and retrieve information for planning and decision-making.
- 4.6 Reports and task force support information, based on information collected and analysed, are prepared and distributed to appropriate personnel.

Required Skills and Knowledge

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

Required Skills

- analyse situations and plan effectively
- apply risk management processes to planning
- communicate effectively in writing
- delegate tasks effectively
- lead and manage personnel
- liaise with media
- make oral and written presentations
- manage budgets and finances
- prepare briefings and debriefings
- prepare plans to support the role of the USAR task force manager either within Australia or internationally that include:
 - transport of USAR task force physical and canine resources
 - welfare arrangements
 - communications
 - mobilisation
 - deployment
 - redeployment

- evacuation
- demobilisation
- recovery
- resolve conflict
- undertake negotiations

Required Knowledge

- emergency management arrangements within the state/territory/host country
- financial management and assessment management systems
- legislation, statutes and memorandums which a task force manager operates (state/national legislation, memorandums of understanding and mutual aid agreements)
- national emergency management policy and arrangements and their impact on USAR and role of the USAR task force manager
- procedures for establishing a reception centre for incoming emergency response teams
- purpose of reconnaissance (for example, need for preplanning of reconnaissance assets, key considerations for a USAR task force reconnaissance team)
- risk management principles and processes
- role and responsibilities of a USAR task force manager
- SMEACS-Q briefing format and content of briefings
- types of briefings and debriefings, and the content and protocols associated with each type
- USAR capability within Australia and New Zealand

Evidence Guide

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

Assessment must confirm the ability to:

- assess request for assistance and prepare USAR task force capability and resources for inter- and intrastate and international deployment
- establish arrangements for deployment of USAR task force and resources within legislative, policy and other formal arrangements
- assess USAR task force requirements and develop requisite plans to support USAR operations in the field

Consistency in performance

Competency should be demonstrated over time in a range of actual or simulated workplace environments.

Context of and specific resources for assessment**Context of assessment**

Competency should be assessed in an actual or industry-approved multi-agency simulated workplace environment.

Specific resources for assessment

Access is required to:

- Sample USAR task force plans
- Information sources, e.g. emergency management arrangements, international guidelines etc

Method of assessment

Assessment should be conducted by direct observation in either the workplace (through recorded subject matter supervision and/or mentoring) or the training environment.

Assessment may occur in an operational environment or in an industry-approved simulated work environment. Forms of assessment that are typically used include:

- direct observation
- interviewing the candidate
- journals and workplace documentation
- third party reports from supervisors
- written or oral questions

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.

Request for support may include:

Relevant personnel may include:

Roles and responsibilities of must include:

- international deployment
- inter-intra state or territory deployment
- higher authority
- local disaster groups
- government agencies if deploying internationally
- co-ordination and allocation of resources under their supervision
- implementing their portion of the incident action plan
- maintaining effective two-way information flows within the incident control structure
- reporting on incident situation, the progress of

Agencies involved in emergency incident may include:

- operations, emerging risks and the status of resources
- defence forces
- embassies and consulates
- foreign affairs agency
- national emergency management agencies
- police
- united nations

Transport plan may include:

- border arrangements
- concept of operations
- finance
- hygiene briefing
- medical checks
- modes of transport
- personnel and equipment
- resupply arrangements
- route plan

Welfare plan may include:

- critical incident stress management
- family welfare
- hygiene briefing
- on call support personnel
- personnel information
- pre-deployment interviews
- pre-deployment medical checks
- quarantine checks

Mobilisation plan may include:

- concept of operations
- cultural and ethnic awareness
- disaster victim identification
- INSARAG guidelines
- code of conduct
- code of Ethics
- standard operating procedures

Emergency management arrangements, policies and procedures must include:

- INSARAG guidelines
- Onsite Operations Coordination Centre (OSSOC)
- United Nations Disaster Assessment Coordinator (UNDAC)

Risk management process may include:

- identify, analyse and evaluate risks according to agreed criteria in the USAR pre-deployment context
- identify and select treatment options
- implement treatment options
- monitor and review risk strategies

Asset management principles may include:

- equipment and procurement
- financial management of delegation
- human resources management
- jurisdictions asset management system
- maintenance
- payments
- spending limits
- testing regimes and depreciation and replacement procedures

Financial considerations when deploying a USAR task force may include:

- cash security
- claims
- creation of centres
- credit limits and systems to increase limits
- discretionary powers finance
- financial management practices
- financial support lines
- industrial agreements
- methods of payment
- reconciliation processes
- responsibilities of task force leader with regard to task force finances
- travel
- wages

Deployment notification processes may include:

- notification method and processes as applied within the state, territory or nation
- utilisation of preplanning information regarding personnel availability

Policies and procedures may include:

- certification of equipment safe to deploy
- Civil Aviation Safety Authority (CASA) regulations
- dangerous goods for air, road and rail transport
- foreign affairs briefings
- own nation's aid agency briefing
- self-sustainability of task force

SMEACS-Q must include:

- situation
- mission
- execution
- administration and logistics
- command and control
- questions

Reception/departure centre may include:

- central point for cross border processes
- liaison point for incoming USAR task forces
- logistical supply point for incoming task forces

Emergency response teams are processed may include:

- additional support, if required
- identifying cultural issues, security risk
- identifying incoming team's capability
- managing self-deployed teams
- supplementary resources, for example maps

Briefing paper for incoming task force may include:

- identification of liaison point of contact
- identification of logistical requirements of incoming teams:
 - fuel
 - food
 - water
 - equipment
- location of reception centre
- operational framework
- transportation requirements

USAR task force deployment briefing may include:

- conducting briefings/debriefings are conducted
- confirming feedback and analysis of team personnel is confirmed to ensure actual roles are understood
- identifying and reporting on follow-up actions
- follow up action is identified and reported on
- purpose and structure of briefing

Communications plan may include:

- radio frequencies and channels
- network charts
- maintenance of records:
 - personal log
 - incident notebook
 - occurrence book
- reporting templates
- procedures for maintaining communication log

Media plan may include

- briefing notes
- point of contact for media
- policy for media engagement
- talking points

Content for an evacuation plan may include:

- role of task force leader
- key considerations if emergency evacuation is required
- risk assessment
- security
- local contacts
- equipment disposal
- modes of transport

Content for an evacuation plan is prepared, taking into account a series of *key factors* may include:

Demobilisation plan may include:

Information sources may include:

Plans may include:

- pre-approval of evacuation plan is sought
- medical evacuation of a task force team member
- planning considerations
- security
- medical communications
- equipment disposal
- risk assessment
- use of planning templates
- medical evacuation of a task force team member
- decontamination
- disposal/rehabilitation of cache
- logistics planning
- move from incident site to base of operations
- notification
- post operational analysis
- task force casualties
- transport arrangements from base to home location
- emergency management arrangements
- international guidelines
- communications
- demobilisation
- evacuation
- media
- redeployment

Unit Sector(s)

Not applicable.