



**Australian Government**

# **SISXEMR002 Coordinate emergency responses**

**Release: 1**

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## Modification History

Not applicable.

## Application

This unit describes the performance outcomes, skills and knowledge required to coordinate a response to an emergency situation. The unit focuses on assessing emergency situations, implementing an emergency action plan, and coordinating a prompt and effective response.

This unit applies to individuals designated as safety officers during a specific indoor or outdoor activity at locations such as camp sites, training areas and other outdoor sites; or the warden in a sport, fitness or recreation, such as a community leisure centre, aquatic centre or indoor activities centre.

These individuals undertake work according to relevant legislation and organisational policies and procedures.

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

## Pre-requisite Unit

Nil

## Competency Field

Emergency Response

## Unit Sector

Cross-Sector

## Elements and Performance Criteria

### ELEMENTS

Elements describe the essential outcomes

1. Coordinate response to emergency reports or signals.

### PERFORMANCE CRITERIA

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

- 1.1 Identify and respond to emergency reports or signals.
- 1.2 Attend, where appropriate, emergency situations and respond accordingly.
- 1.3 Assess emergency situations and report details to designated personnel.
- 1.4 Coordinate emergency response actions.

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|--------------------------------------|---|
| 2. Assess the emergency.             | 2.1 Conduct an assessment of the situation according to organisational policies and procedures.                 |
|                                      | 2.2 Establish an emergency action plan based on assessment of current situation and potential for escalation.   |
|                                      | 2.3 Prioritise actions promptly.  |
| 3. Coordinate the response.          | 3.1 Implement organisational emergency procedures and policies.   |
|                                      | 3.2 Supervise equipment selection suitable to the type of emergency.  |
|                                      | 3.3 Confirm and coordinate the safe use of emergency equipment.   |
|                                      | 3.4 Supervise selection and use of rescue techniques.   |
|                                      | 3.5 Improvise, where necessary, equipment and technique.  |
|                                      | 3.6 Arrange and confirm the safety of staff and participants.   |
| 4. Liaise with relevant authorities. | 4.1 Liaise with members of emergency team and monitor the emergency.  |
|                                      | 4.2 Refer situations beyond the capability of the emergency team to the appropriate authorities for assistance. |
|                                      | 4.3 Provide information and assistance to authorities.  |
|                                      | 4.4 Control and coordinate, if necessary, emergency evacuation.   |
| 5. Finalise operational procedures.  | 5.1 Complete and maintain an operational log.   |
|                                      | 5.2 Debrief emergency team members.   |
|                                      | 5.3 Evaluate operation of emergency procedures and recommend any changes.                                       |
|                                      | 5.4 Advise emergency team members to refer media inquiries to the nominated spokesperson.                       |

## Foundation Skills

Foundation skills essential to performance in this unit, but not explicit in the performance criteria are listed here, along with a brief context statement.

<b>SKILLS</b>	<b>DESCRIPTION</b>
Reading skills to:	<ul style="list-style-type: none"> <li>• interpret emergency documentation, reports and signals.</li> </ul>
Writing skills to:	<ul style="list-style-type: none"> <li>• complete accurate and detailed emergency documentation.</li> </ul>
Planning and organising skills to:	<ul style="list-style-type: none"> <li>• coordinate resources and equipment necessary to respond effectively to emergency situations.</li> </ul>

Self-management skills to:

- review and reflect on own work performance in coordinating emergency responses.

## Unit Mapping Information

SISXEMR402A Coordinate emergency responses

## Links

Companion Volume implementation guides are found in VETNet -  
<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=1ca50016-24d2-4161-a044-d3faa200268b>