



Australian Government

Department of Education, Employment and Workplace Relations

HLTPOP322C Implement a disaster plan

Release: 1

HLTPOP322C Implement a disaster plan

Modification History

Not Applicable

Unit Descriptor

Descriptor

This unit describes the competencies required to fulfil the workers' roles and responsibilities in responding to a disaster, as set out in a prepared disaster plan

Application of the Unit

Application

Working in compliance with relevant legislation and regulations within which the worker's organisation operates is essential

Licensing/Regulatory Information

Not Applicable

Pre-Requisites

Not Applicable

Employability Skills Information

Employability Skills

This unit contains Employability Skills

Elements and Performance Criteria Pre-Content

Elements define the essential outcomes of a unit of competency.

The Performance Criteria specify the level of performance required to demonstrate achievement of the Element. Terms in italics are elaborated in the Range Statement.

Elements and Performance Criteria

ELEMENT

PERFORMANCE CRITERIA

- | | |
|---|---|
| 1. Identify existing local disaster planning strategies | 1.1 Identify local <i>community organisations</i> providing emergency services through discussions
1.2 Clarify disaster plan and/or strategies and disaster planning exercises for the community |
| 2. Identify own role in the delivery of the <i>disaster plan</i> | 2.1 Identify local disaster planning processes
2.2 Identify roles and responsibilities of the <i>disaster planning coordinator</i> and other persons and determine worker's own role
2.3 Identify relevant state/territory lead agency local representative and contact as appropriate
2.4 Put in place appropriate joint planning |
| 3. Ensure role of <i>community organisations</i> in the delivery of the disaster plan is understood | 3.1 Identify and explain roles and responsibilities of community organisation
3.2 Undertake assessment of skills and possible training of community organisation representatives
3.3 Undertake disaster planning exercises in line with community and organisation requirements |

ELEMENT**PERFORMANCE CRITERIA****4. Provide feedback on disaster plan****4.1** Asses the effectiveness of the disaster plan**4.2** Identify and document ways to improve the disaster plan**4.3** Provide supervisor/manager and disaster planning coordinator with information on the effectiveness of the disaster plan and suggested ways to improve

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

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

Essential knowledge:

The candidate must be able to demonstrate essential knowledge required to effectively do the task outlined in elements and performance criteria of this unit, manage the task and manage contingencies in the context of the identified work role

This includes knowledge of:

- Local resources, suppliers and trades people
- Project development
- Relevant equipment and technology (types, sources, operation and maintenance)
- Relevant policies, protocols and procedures of the organisation
- Small group facilitation
- The content of the disaster plan

Essential skills:

It is critical that the candidate demonstrate the ability to effectively do the task outlined in elements and performance criteria of this unit, manage the task and manage contingencies in the context of the identified work role

This includes the ability to:

- Communicate effectively
- Demonstrate implementation skills related to the worker's role and responsibilities in implementing the disaster plan
- Network, negotiate

Evidence Guide

EVIDENCE GUIDE

EVIDENCE GUIDE

The evidence guide provides advice on assessment and must be read in conjunction with the Performance Criteria, Required Skills and Knowledge, the Range Statement and the Assessment Guidelines for this Training Package.

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

- The individual being assessed must provide evidence of specified essential knowledge as well as skills

Access and equity considerations:

- All workers in the health industry should be aware of access and equity issues in relation to their own area of work
- All workers should develop their ability to work in a culturally diverse environment
- In recognition of particular health issues facing Aboriginal and Torres Strait Islander communities, workers should be aware of cultural, historical and current issues impacting on health of Aboriginal and Torres Strait Islander people
- Assessors and trainers must take into account relevant access and equity issues, in particular relating to factors impacting on health of Aboriginal and/or Torres Strait Islander clients and communities

Context of and specific resources for assessment:

- The workplace is recommended including assessment by supervision and peers
- Information may be gathered from supervisors and peers, by observation and inquiries and from written and other sources.
- Off-the-job role plays and exercises may also be used

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. Add any essential operating conditions that may be present with training and assessment depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts.

Disasters may include:

- Floods
- Cyclones
- Nuclear
- Fires
- Riots/raids
- Earthquakes

A disaster plan (and planning strategies or processes) means:

- Guidelines and/or plans for responding to various types of disaster, detailing worker roles and responsibilities, resource needs and sources and situation management strategies

The disaster plan coordinator refers to:

- The person in the community/service/organisation (or another organisation) who is assigned the responsibility of co-ordinating the full implementation of the Disaster Plan

RANGE STATEMENT

Community organisations may include:

- State/territory health department
- Police
- Social security
- Local government
- Emergency services
- Non-government organisations
- Service providers of various types
- Community groups who provide care to the community

Lead agency means:

- The organisation with primary co-ordination responsibility for managing the response to the disaster

Cultural context:

- The competency standards are based upon acknowledgment and support of the diverse cultural and traditional values of communities that the health worker works in
- Health workers are upholders of traditional and cultural values
- Their behaviour and practice must be culturally sensitive and supportive of traditional healing and health, knowledge and practices

Community control:

- Community participation and control in decision-making is essential to all aspects of health work, and the role of the health worker is to support the community in this process

Supervision:

- In this document, references to supervision describe supervision of work by more experienced workers, supervisors, managers or other health professionals, either directly or indirectly

Unit Sector(s)

Not Applicable

