



Australian Government

PMAOMIR322 Manage incident response information

Release: 1

PMAOMIR322 Manage incident response information

Modification History

Release 1. Unit code and Application changed. Performance Criteria changed. Range of Conditions removed. Assessment requirements changed. Supersedes and is equivalent to PMAOMIR320 Manage incident response information.

Application

This unit describes the skills and knowledge required to manage information during an incident.

This unit applies to emergency response team members who are performing the role of information manager during the incident and are required to identify incident information needs and sources, ensure information systems are in place and being used, and collect, analyse and report on data relating to incidents.

This unit applies to an individual working alone or as part of a team or group, working in liaison with other shift and emergency response team members, the incident commander, control-room operator and/or others involved in the incident.

No licensing or certification requirements exist at the time of publication. Relevant legislation, industry standards and codes of practice within Australia must be applied.

Pre-requisite Unit

Nil

Competency Field

Incident readiness and response

Elements and Performance Criteria

Elements	Performance Criteria
<i>Elements describe the essential outcomes.</i>	<i>Performance criteria describe the performance needed to demonstrate achievement of the element.</i>
1. Collect and analyse data during an incident	1.1 Identify incident information needs and sources 1.2 Collect timely and relevant data that is suitable for analysis, interpretation and dissemination 1.3 Maintain an accurate chronological record of events 1.4 Analyse data to provide required information
2. Record and report	2.1 Report required information and recommendations to all

Elements	Performance Criteria
<i>Elements describe the essential outcomes.</i>	<i>Performance criteria describe the performance needed to demonstrate achievement of the element.</i>
information during an incident	stakeholders 2.2 Store and retrieve data and information using appropriate formats and technology
3. Review the incident response information and recommend process improvements	3.1 Assess suitability of information collected and presented during the incident 3.2 Identify improvements in pre-existing information required to manage an incident 3.3 Complete organisation post-incident reporting

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential to performance.

- Learning skills to monitor and evaluate process and make recommendations.
- Reading skills to follow written procedures and documentation.
- Writing skills to complete written documentation.
- Oral communication skills to liaise and coordinate with other shift and emergency response team members, the incident commander and the control-room operator.
- Numeracy skills to collect, analyse and interpret data.

Other foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Unit Mapping Information

Equivalent to PMAOMIR320 Manage incident response information.

Links

Companion Volume implementation guides are found in VETNet -

<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=9fc2cf53-e570-4e9f-ad6a-b228ffdb6875>

Assessment Requirements for PMAOMIR322 Manage incident response information

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Performance Evidence

There must be evidence the candidate has completed the tasks outlined in the elements and performance criteria of this unit:

- at least 2 times, each in a separate work context.

Knowledge Evidence

There must be evidence the candidate has knowledge of:

- organisational procedures, including:
 - incident, fire and accident responses
 - communication systems
 - emergency response plans
 - reporting and information storage
- internal and external stakeholders and their typical incident information needs
- data collection and collation methods and technology
- data analysis and display techniques to interpret and record and report incident data.

Assessment Conditions

Skills must have been demonstrated in a simulated environment that reflects workplace conditions and contingencies. The following conditions must be met for this unit:

- use of suitable facilities, equipment and resources, including:
 - incident reporting procedures and documentation
 - incident data
 - emergency response plans.

Assessors must satisfy the NVR/AQTF mandatory competency requirements for assessors.

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