



Australian Government

PUAEMR007 Develop emergency management plans

Release: 1

PUAEMR007 Develop emergency management plans

Modification History

Release 1. This is the first release of this unit of competency in the PUA Public Safety Training Package.

Application

This unit of competency involves the skills and knowledge required to develop new or revised emergency management plans within an organisation. These plans may focus on one or more aspects of emergency management i.e. prevention, preparedness, response and/or recovery.

It includes establishing and planning context and framework, developing agreed processes and methodology and undertaking risk research and analysis. It also includes developing and refining planning parameters, documenting emergency plans, validating and implementing planning outcomes as well as monitoring and reviewing planning processes and outcomes.

The unit applies to personnel responsible for developing emergency management plans within an organisation.

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

Pre-requisite Unit

Not applicable.

Competency Field

Emergency Management

Unit Sector

Not applicable

Elements and Performance Criteria

ELEMENTS

Elements describe the essential outcomes.

1 Establish planning context and framework

PERFORMANCE CRITERIA

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

1.1 Authority to plan is confirmed by legislation, direction, organisational or other managerial agreement

- 1.2 Planning environment is clarified by analysing emergency management plan drivers and risk assessments
 - 1.3 Legislative, regulatory and organisational requirements, policy, procedures, existing arrangements and plans impacting on the planning framework are identified and analysed
 - 1.4 Interests, sensitivities, roles and responsibilities of key stakeholders are identified
 - 1.5 Planning purpose, aims, objectives and governance frameworks are developed and refined with stakeholders
- 2 Develop agreed planning processes and methodology**
 - 2.1 A project scope is developed considering emergency management plan constraints
 - 2.2 Processes for negotiating outcomes, making decisions, reporting, monitoring progress and quality are agreed, in accordance with organisational procedures
 - 2.3 Consultation and communication plan is developed and implemented, in accordance with organisational procedures
 - 2.4 Sources of expertise are identified to contribute specialised information and analysis, as required
 - 2.5 Emergency management plan structure is agreed in consultation with stakeholders, in accordance with organisational procedures
 - 2.6 Project plan is prepared and approved in consultation with stakeholders, in accordance with organisational procedures
- 3 Undertake risk research and analysis**
 - 3.1 Project scope is reviewed in response to new information or changes in resources and planning environment
 - 3.2 Analysis and research tools are used in developing emergency management plan
 - 3.3 Emergency risk information register is built or updated using credible emergency management sources
 - 3.4 Emergency risk management strategies are assessed

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| | 3.5 | Organisational vulnerability is determined by analysing susceptibility and resilience to risks |
| | 3.6 | Emergency management plan is confirmed as appropriate risk treatment |
| 4 Develop and/or refine planning parameters | 4.1 | Emergency management plan arrangements are reviewed or developed to identify potential gaps or duplication in roles and responsibilities |
| | 4.2 | Emergency management plan strategies and tactics are identified and confirmed, in consultation with stakeholders |
| | 4.3 | Resources and services including potential critical shortfalls are identified |
| | 4.4 | Financial and contractual arrangements for accessing or acquiring resources and services are developed, in accordance with organisational procedures |
| | 4.5 | Arrangements for the command, control and coordination of emergency response or recovery operations are confirmed |
| | 4.6 | Contingencies to address potential problems are developed with relevant organisations and service providers, in accordance with organisational policies and procedures |
| | 4.7 | Organisational implications of new or revised plans are identified and assessed |
| 5 Document emergency plan | 5.1 | Emergency management plan is iteratively developed in consultation with stakeholders |
| | 5.2 | Emergency management plan is prepared, in accordance with organisational procedures and industry standards and is consistent with broader jurisdictional emergency management arrangements |
| | 5.3 | Language used is clear, concise and appropriate for documentation purpose and audience |
| | 5.4 | Planning records, supporting documentation and contact information is maintained, in accordance with organisational procedures and industry standards |
| 6 Validate and implement | 6.1 | Compatibility, links and interactions between the |

planning outcomes	emergency management plan and other organisational documentation is reviewed
	6.2 Specific benefits of the emergency management plan are promoted to stakeholders and other organisations to establish support
7 Monitor and review planning process and outcomes	7.1 Maintenance and audit schedule is implemented, in accordance with organisational policies and procedures
	7.2 Deficiencies identified during audit, activation or implementation of the emergency management plan are analysed and are reported to authorised personnel
	7.3 Emergency management plan amendments are negotiated, documented and authorised, in accordance with organisational procedures
	7.4 Opportunities for improving emergency planning processes are reported to authorised personnel

Foundation Skills

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

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions may be found in the Companion Volume Implementation Guide.

Unit Mapping Information

This unit replaces and is equivalent to PUAEMR028 Develop emergency management plans.

Links

PUA Training Package Companion Volume Implementation Guide is found in VETNet - <https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=3eca5672-6d5a-410b-8942-810d0ba05bbf>

Assessment Requirements for PUAEMR007 Develop emergency management plans

Modification History

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Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all the requirements of the elements and performance criteria on at least two occasions and includes

- developing or refining planning parameters
- developing emergency planning processes in cooperation with stakeholders
- documenting and applying emergency response plans
- establishing planning context and framework
- following organisational policies and procedures including Work, Health and Safety (WHS)/Occupational Health and Safety (OHS) requirements
- explaining planning process and promoting its benefits to stakeholders and communities
- locating and interpreting risk information
- monitoring and reviewing planning process and outcomes including evaluating planning processes and outcomes with stakeholders
- negotiating outcomes
- providing risk management information, advice and opinions
- recognising and working with emergency management plan constraints
- undertaking risk research and analysis including using emergency risk information registers and emergency management research tools
- validating and implementing planning outcomes
- working cooperatively and with stakeholders in developing plans

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all the requirements of the elements and performance criteria and includes knowledge of

- emergency response plans
- emergency management drivers
- emergency risk management plan constraints including
 - arrangements, roles and responsibilities set down in existing emergency management plans
 - availability of technical expertise, technology and equipment
 - budgets, time, availability and capability of personnel

- land use planning, building codes and other regulations
- legislation covering emergency management, environmental management, safety standards and local government regulations
- limited organisational knowledge of emergency risk management processes and benefits
- emergency risk management terminology, concepts and principles
- emergency risk management tools
- fundamentals of emergency management planning
- fundamentals of risk management and risk mitigation including industry standards
- group dynamics and strategies for team building and stakeholder liaison
- legislative and regulatory obligations
- organisational documentation, policies and procedures including Work, Health and Safety (WHS)/Occupational Health and Safety (OHS) requirements
- potential stakeholders
- research tools and risk analysis techniques including risk management registers

Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the Standards for Registered Training Organisations current at the time of assessment.

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Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Assessment must occur in workplace operational situations where it is appropriate to do so; where this is not appropriate, assessment must occur in simulated workplace operational situations that replicate workplace conditions.

Competency should be demonstrated in at least two different contexts throughout the life of an emergency planning project or during components of a number of projects, one of which may be simulated.

Resources for assessment must include access to

- a range of relevant exercises, case studies and/or simulations
- relevant and appropriate materials, equipment, tools and personal protective clothing and equipment currently used in industry
- applicable documentation including organisational procedures, industry standards, equipment specifications, regulations, codes of practice and operational manuals.

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