



Australian Government

PUAEMR011 Manage and evaluate emergency management exercises

Release: 1

PUAEMR011 Manage and evaluate emergency management exercises

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 manage and evaluate activities which exercise elements of emergency management arrangements. It includes preparing and managing exercise activities to any context in which an emergency management exercise is appropriate and evaluating outcomes against exercise objectives.

Emergency management exercises may be used in any context where there is a requirement to plan for or manage an emergency. An exercise scale can range from a small activity in a volunteer emergency response unit to a major evacuation exercise for an industrial plant.

The unit applies to personnel who are responsible for implementing and evaluating pre-designed emergency management exercises.

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.

PERFORMANCE CRITERIA

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

- 1 Prepare exercise**
 - 1.1** Exercise documentation are reviewed to confirm governance and stakeholder requirements
 - 1.2** Exercise aim, objectives, activities and evaluation plan are examined and confirmed
 - 1.3** Relevant permissions, authorities, clearances and approvals are identified and confirmed
 - 1.4** Logistic requirements are identified and organised, in accordance with organisational procedures
 - 1.5** Communication plan is designed and implemented, in consultation with stakeholders
- 2 Manage exercise activities**
 - 2.1** Exercise management team is formed, in accordance with organisational policies and procedures
 - 2.2** Communication and consultation is established and maintained with activity personnel throughout the conduct of the exercise
 - 2.3** Exercise site preparation and familiarisation is ensured, in accordance with the exercise plan
 - 2.4** Briefings are prepared and delivered to stakeholders detailing exercise objectives and activities
 - 2.5** Confirmation and management of logistic requirements for exercise activities are confirmed
 - 2.6** Exercise plan is used to initiate and facilitate the conduct and direction of the exercise
 - 2.7** Exercise hazards are identified, risks are continually assessed and control measures are implemented
- 3 Evaluate outcomes against exercise objectives**
 - 3.1** Post exercise debriefings are conducted and feedback is obtained and actions are identified
 - 3.2** Exercise feedback is collated, recorded, analysed and issues are identified
 - 3.3** Exercise report, including recommendations, is prepared, in accordance with organisational procedures and is distributed to relevant stakeholders

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 PUAEMR030 Manage and evaluate emergency management exercises.

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 PUAEMR011 Manage and evaluate emergency management exercises

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 separate occasions and includes

- building networks and relationships
- completing exercise risk and safety requirements
- consulting with stakeholders including implementing the communications plan
- determining and managing small group activities
- evaluating exercise outcomes against exercise objectives
- following organisational policies and procedures including Work, Health and Safety (WHS)/Occupational Health and Safety (OHS) requirements and evacuation plans
- gathering and analysing feedback
- managing exercise plan and directing activity personnel
- planning and delivering briefings and debriefings
- preparing to manage emergency management exercises
- reviewing pace and intensity of an exercise
- supervising exercise activities
- working in group settings

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

- budget and logistics management principles
- educational principles underpinning the design of objectives and linking those to activities
- exercise management concepts and principles
- logistic requirements including
 - accommodation
 - catering
 - equipment
 - exercise management personnel
 - exercise role players

- facilities
- finance and accounting procedures
- first aid and medical supplies and personnel
- guest or specialist speakers or presenters
- participants
- transport
- organisational documentation, policies and procedures including
 - environmental management and sustainability policies
 - exercise plan
 - facility emergency response plan
 - legislation relevant to organisational operational, corporate and strategic plans
 - performance standards
 - personnel and roles
 - quality standards
 - Work, Health and Safety (WHS)/Occupational Health and Safety (OHS) practices and guidelines
- risk and safety management principles including risk mitigation

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 two different types of workplace operational situations, including at least one exercise that requires multi organisational exercises where it is appropriate to do so; where this is not appropriate, assessment must occur in simulated operational situations that replicate workplace conditions.

Assessment must confirm the ability to

- ensure all permissions, authorities, clearances and approvals are obtained
- ensure all resources are available for the exercise and
- pace of the exercise proceeds appropriately to achieve its' objectives

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 currently used in industry
- applicable documentation including organisational procedures, industry standards, equipment

specifications, regulations, codes of practice and operational manuals.

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