



Australian Government

PUAEMR013 Design emergency management exercises

Release: 1

PUAEMR013 Design 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 design, develop and/or modify activities that exercise elements of emergency management exercise arrangements. It includes determining exercise purpose by designing and planning exercise activities, assessing exercise risks and then planning resource allocation

Emergency management exercises are used to test emergency plans, practise responding to an emergency, develop and/or practise emergency management skills, build motivation for emergency management personnel and/or measure an organisation's ability to manage an emergency. An exercise 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 with responsibility for designing emergency management exercises. The design skills in this unit can be applied to any context in which an emergency management exercise is appropriate.

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.

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| 1 Determine exercise purpose | 1.1 Exercise stakeholders are identified and engaged, in accordance with organisational policies and procedures |
| | 1.2 Exercise governance arrangements are confirmed, in accordance with organisational policies and procedures |
| | 1.3 Exercise aim is identified, in consultation with stakeholders |
| | 1.4 Exercise objectives are confirmed as meeting identified aim |
| | 1.5 Exercise focus is determined, based on operational outcomes, results of training needs analysis, previous exercises and evaluation reports |
| 2 Design and plan exercise activities | 2.1 Planning team is established, in accordance with organisational policies and procedures |
| | 2.2 Governance and planning meetings are held, agreements and decisions are made and outcomes are communicated to stakeholders |
| | 2.3 Components of the exercise program are identified, developed and documented in the exercise plan |
| | 2.4 Exercise style and activities consistent with objectives are selected, in consultation with stakeholders |
| | 2.5 Design planning processes are undertaken with stakeholders to meet exercise objectives and components |
| | 2.6 Exercise documentation is prepared, in accordance with organisational policies and procedures |
| 3 Assess exercise risks | 3.1 Risk and safety considerations are identified and included in the planning process |
| | 3.2 Activities which mitigate or reduce risks associated with conducting exercise activities are designed |
| | 3.3 Exercise risk and safety management plan is prepared, in accordance with organisational policies and procedures |
| 4 Plan resource allocation | 4.1 Resources to support the exercise are identified and secured |

- 4.2** Exercise location and/or host is identified and a commitment to achieving exercise objectives is secured
- 4.3** Appropriate authorisation to use resources are obtained and documented, in accordance with organisational policies
- 4.4** Availability and timeframes for use of resources is agreed by appropriate personnel and/or authorities

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 PUAEMR031 Design 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 PUAEMR013 Design 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

- designing and planning exercise activities processes including
 - assessment and emergency management exercise criteria
 - background information and emergency management exercise inputs
 - briefings and debriefings
 - design of emergency management exercise scenario and activities
 - development and review of key performance indicators
 - duration of exercise activities
 - emergency management exercise contingency plans
 - emergency management exercise documentation
 - emergency management exercise management structure
 - emergency management exercise meetings
 - identifying and managing risks
 - issuing notifications to affected stakeholders
 - scoping of organisations and agencies participating and the level at which they are participating
 - seasonal weather considerations
 - securing resources
- determining emergency management exercise purpose and objectives
- following organisational policies and procedures including Work, Health and Safety (WHS)/Occupational Health and Safety (OHS) requirements including assessing emergency management exercise risks
- interpreting organisational needs to develop measurable, achievable objectives
- liaising and communicating with other organisations and agencies
- managing small group workshops and activities
- planning and delivering briefings and debriefings
- planning resource allocation
- preparing exercise documentation
- 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

- components of emergency management exercises including
 - activity plan
 - aim and objectives
 - authorities, permissions and governance
 - budget and logistics plan
 - debrief plan
 - detailed schedule of activities
 - evaluation or assessment plan
 - evidence collection tools and templates
 - exercise name
 - location
 - risk and safety management plan
 - scope or purpose statement
- educational principles underpinning the design of emergency exercise objectives and activities
- exercise management concepts and principles
- incident management principles
- jurisdictional emergency management arrangements
- legislative and regulatory arrangements for using resources such as land, buildings, equipment and volunteers
- organisational documentation, policies and procedures including WHS/OHS requirements and facility emergency response plans
- 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 workplace operational contexts or exercise styles, including at least one exercise that requires multi-organisational input and of which one may be simulated, where it is appropriate to do so; where this is not appropriate, assessment must occur in simulated

workplace operational situations that replicate workplace conditions.

Assessment must confirm the ability to

- bring together an effective exercise design and planning team
- facilitate the construction of realistic, meaningful and safe activities that address the exercise aim and 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 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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