



Australian Government

PUAEMR020 Coordinate emergency planning

Release: 1

PUAEMR020 Coordinate emergency planning

Modification History

Release 1.0 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 collaboratively develop new or undertake the revision of existing emergency plans in an emergency management context. Such plans may focus on comprehensive aspects of emergency management for prevention, preparedness, response and/or recovery. It includes establishing the emergency planning context and framework, developing agreed planning processes and methodology, undertaking research and analysis for emergency management planning, developing and refining emergency management planning outcomes, documenting the emergency plan and validating the plan.

The unit applies to personnel involved in emergency planning within or by emergency service organisations, government agencies, private sector businesses, critical infrastructure owners and operators, community groups, not for profit organisations, community event committees, and educational institutions.

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 Establish emergency planning context and framework | <ul style="list-style-type: none">1.1 Authority to plan is confirmed with reference to legislation, organisational direction, community and/or managerial agreement1.2 Planning environment is clarified by analysing emergency management planning principles1.3 Considerations impacting planning frameworks are identified and analysed1.4 Entities and their potential interests, sensitivities and roles and responsibilities are identified1.5 Emergency planning team is established with an appropriate balance of expertise, entity representation and authority to achieve desired outcomes |
| 2 Develop agreed planning processes and methodology | <ul style="list-style-type: none">2.1 Project planning scope is developed considering emergency management planning constraints, emergency management plan aims and objectives and entity profiles2.2 Processes for negotiating outcomes, key performance indicators, information management, reporting, accountability and decision making strategies are developed and agreed2.3 Strategies for the planning process are developed and implemented2.4 Sources of expertise are identified to contribute specialised information and analysis to the planning process, as required |
| 3 Undertake research and analysis for emergency planning | <ul style="list-style-type: none">3.1 Emergency plan is regularly reviewed in response to latest information, changes in resources and the planning environment3.2 Appropriate research tools and consultation strategies for emergency response planning are chosen3.3 Emergency planning is risk informed and planning is based on a risk management study |
| 4 Develop and refine emergency management planning outcomes | <ul style="list-style-type: none">4.1 Emergency management arrangements are reviewed to identify gaps or duplication in roles and responsibilities4.2 Broad categories and types of resources and services |

required, including potential critical shortfalls, are identified

- 4.3** Financial and contractual arrangements for accessing or acquiring resources and services are developed
- 4.4** Arrangements for command, control and coordination of emergency response and/or recovery are addressed in the emergency management plan
- 4.5** Implications of a new or revised emergency management plan are identified in consultation with entities

5 Document emergency plan

- 5.1** Emergency plan is prepared
- 5.2** Clear and concise language, appropriate for entities and target audience, is used in documentation
- 5.3** Emergency management planning records and supporting documentation are maintained

6 Validate plan

- 6.1** Maintenance and audit schedules are implemented in consultation with relevant personnel and entities
- 6.2** Emergency management plan effectiveness is tested
- 6.3** Review outcomes are used to refine the emergency plan in consultation with relevant entities
- 6.4** Plan endorsement is obtained

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 not equivalent to PUAEMR021 Facilitate emergency planning processes.

Links

Companion Volume Implementation Guides are found in VETNet -

<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=3eca5672-6d5a-410b-8942-810d0ba05bbf>

Assessment Requirements for PUAEMR020 Coordinate emergency planning

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 one occasion and includes

- developing and refining emergency planning processes and outcomes
- documenting and validating an emergency plan
- ensuring maintenance and audit schedules are maintained
- establishing emergency planning context and framework
- establishing emergency planning project team expertise
- following organisational policies and procedures
- implementing consultation strategies
- maintaining records and supporting documentation
- participating in emergency planning processes
- undertaking research and analysis
- using agreed emergency planning processes and methodology
- working and consulting with entities to develop an emergency plan.

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

- availability and capability of personnel
- community information including entity profiles
- considerations that may impact on the emergency management planning framework
- constraints to planning processes
- emergency plan impact, processes, outcomes and benefits for entities
- emergency planning terminology, concepts and principles
- fundamentals of emergency planning
- jurisdictional emergency management arrangements and relevant legislation and plans
- limitations of entity knowledge about emergency planning processes and benefits
- organisational documentation, policies and procedures
- political, social, environmental and cultural considerations
- research tools and methodologies.

Assessment Conditions

Assessors must hold credentials specified within the Standards for Registered Training Organisations current at the time of assessment.

Assessment must satisfy the Principles of Assessment and Rules of Evidence and all regulatory requirements included within the Standards for Registered Training Organisations current at the time of assessment.

Assessment must occur in operational situations or in simulated operational training situations that reflect workplace conditions.

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.

Resources for assessment must include access to

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

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