



Australian Government

PUAEMR021 Facilitate emergency planning processes

Release: 1

PUAEMR021 Facilitate emergency planning processes

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 collaboratively facilitate development of new or the revision of existing facility emergency response plans in a multi-organisational and community context. Such plans may focus on one or more aspects of emergency management such as prevention, preparedness, response and/or recovery.

It includes establishing the facility emergency response planning context and framework, developing agreed planning processes and methodology and undertaking research and analysis for emergency management planning. It also includes developing and refining emergency management planning outcomes, documenting the emergency plan and validating the plan.

The unit applies to personnel responsible for developing emergency management plans within or by local government, emergency services or government agencies and departments, event organisers, utilities, critical infrastructure or high occupancy buildings and service providers.

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 or managerial agreement1.2 Planning environment is clarified by analysing emergency management planning drivers and risk assessments1.3 Considerations impacting planning frameworks are identified and analysed1.4 Stakeholders, their potential interests, sensitivities, roles and responsibilities are identified1.5 Planning team is established with an appropriate balance of expertise, stakeholder representation and authority to achieve desired outcomes1.6 Emergency management plan aims, objectives and governance framework are developed and refined with stakeholders |
| 2 Develop agreed planning processes and methodology | <ul style="list-style-type: none">2.1 A project scope is developed considering emergency management planning constraints2.2 Processes for negotiating outcomes, key performance indicators, information management, reporting, accountability and decision making strategies are developed and agreed, in accordance with organisational procedures2.3 Consultation and communication plans are developed and implemented, in accordance with organisational procedures2.4 Sources of expertise are identified to contribute specialised information and analysis to the planning process, as required2.5 A project plan is prepared and approved, in consultation with stakeholders |
| 3 Undertake research and analysis for facility emergency response planning | <ul style="list-style-type: none">3.1 Plan is regularly reviewed in response to latest information, changes in resources and planning environments3.2 Appropriate research tools and consultation strategies |

- for facility emergency response planning are chosen, in accordance with organisational procedures
- 3.3** Body of community information and risks and safety expectations are obtained from credible facility emergency management sources
 - 3.4** Emergency management strategies are assessed to address vulnerability of communities and environments by analysing risk
 - 3.5** The plan's role as an appropriate risk treatment is confirmed with relevant personnel, in accordance with organisational procedures
- 4 Develop and refine emergency management planning outcomes**
- 4.1** Emergency management arrangements are developed and reviewed to identify gaps or duplication in roles and responsibilities
 - 4.2** Emergency management strategies and responsibilities are identified and confirmed, in consultation with stakeholders
 - 4.3** Broad categories and types of resources and services required, including potential critical shortfalls, are identified
 - 4.4** Financial and contractual arrangements for accessing or acquiring resources and services, are developed
 - 4.5** Arrangements for the command, control and coordination of facility emergency response or recovery are addressed in the plan
 - 4.6** Contingencies to address potential problems are developed with relevant organisations and service providers
 - 4.7** Community and organisational implications of new or revised emergency management plans are identified, in consultation with stakeholders
- 5 Document emergency plan**
- 5.1** Emergency management plan is reviewed and documented, in consultation with stakeholders
 - 5.2** Plan is prepared, in accordance with organisational procedures and industry standards, consistent with broader jurisdictional emergency management arrangements

- 5.3 Clear and concise language appropriate for stakeholders and community is used in documentation
 - 5.4 Planning records, supporting documentation and contact information are maintained, in accordance with organisational procedures and industry standards
- 6 **Validate plan**
 - 6.1 Maintenance and audit schedules are implemented, in consultation with relevant personnel and stakeholders
 - 6.2 Outcomes of the review are used to refine plan, in consultation with stakeholders
 - 6.3 Conduct an exercise to test emergency management plan effectiveness

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 PUAEMR021A Facilitate emergency planning processes.

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 PUAEMR021 Facilitate emergency planning processes

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

- defining and providing recommendations to solve problems
- developing agreed planning processes and methodology
- developing or refining emergency management planning outcomes
- documenting emergency management plan
- establishing emergency planning context and framework
- facilitating team work
- following emergency planning organisational policies and procedures including Work, Health and Safety (WHS)/Occupational Health and Safety (OHS) requirements and risk mitigation
- identifying emergency planning risks and constraints
- participating in emergency planning processes
- undertaking research and analysis
- validating emergency management plan
- working with and consulting stakeholders in developing emergency management 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

- community information including
 - characteristics of natural, social, economic and built environments
 - demographics including population distribution, social, cultural, health status and educational data
 - details of key infrastructure and emergency and support services
 - economic activity reports including employment, products, services and revenue
 - emergency risk assessment studies
 - government reports including environmental impacts

- considerations that may impact on the planning framework including
 - arrangements specified in legislation
 - existing disaster plans, agreements or memorandums of understanding
 - local planning regulations, development controls and environmental plans
 - organisational or jurisdictional emergency risk management policies and procedures
- emergency plans including
 - plans developed to address specific risks
 - plans required by Commonwealth, state or territory legislation
 - plans required by regulators and permit conditions
- emergency risk management terminology, concepts and principles including emergency planning drivers and risk mitigation
- fundamentals of emergency management planning including fundamentals of risk management industry standards
- jurisdictional emergency management arrangements
- organisational documentation, policies and procedures including Work, Health and Safety (WHS)/Occupational Health and Safety (OHS) requirements and facility emergency response plans
- plan framework 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 people
 - land use planning
 - legislation covering emergency management, environmental management, safety standards and local government regulations
 - limited community knowledge of emergency management planning processes and benefits
 - political, social and cultural considerations
- plan impact, processes, outcomes and benefits for stakeholders
- research tools and methodologies

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 multi-agency contexts, with a diverse stakeholder group, 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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