



Australian Government

PUAEMR032 Design emergency management exercises

Release: 1

PUAEMR032 Design emergency management exercises

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 design, develop and document activities that exercise one or more of the elements of emergency management arrangements. It includes determining exercise need and purpose by designing and planning exercise activities, assessing exercise risks and identifying logistics requirements.

Emergency management exercises may be used to simulate emergency events in order to train personnel, review and test planning processes, identify needs and/or weaknesses, demonstrate capabilities and to practice people in working together. The design skills in this unit can be applied to any context in which an emergency management exercise is appropriate.

The unit applies to personnel with responsibility for designing 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.

1 Determine exercise need and purpose

PERFORMANCE CRITERIA

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

1.1 Exercise entities are identified and engaged

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| | 1.2 | Governance arrangements for the exercise are confirmed |
| | 1.3 | Need and purpose of the exercise is identified and documented in consultation with entities |
| | 1.4 | Exercise aim and objectives are confirmed and documented |
| | 1.5 | Exercise scope is determined based on operational outcomes, results of training needs analysis, previous exercises and evaluation reports |
| 2 Design and plan exercise activities | 2.1 | Exercise planning teams are established |
| | 2.2 | Governance and planning meetings are held, agreements and decisions are made and outcomes are documented and communicated to entities |
| | 2.3 | Design planning processes are undertaken with entities to meet exercise aims, objectives and components |
| | 2.4 | Exercise style and activities, consistent with aims and objectives, are identified in consultation with entities |
| | 2.5 | An exercise plan and component parts is developed and documented |
| | 2.6 | Evaluation strategy is documented in accordance with exercise aim and objectives |
| 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 |
| 4 Identify logistics requirements | 4.1 | Physical, virtual, human and budget resources to support the exercise are identified and secured |
| | 4.2 | Briefing requirements for exercise management personnel and participants are identified |

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 PUAEMR013 Design emergency management exercises.

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 PUAEMR032 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 one occasion and includes

- delivering briefings
- demonstrating decision making
- designing and planning activities and processes for emergency management exercises including
 - determining emergency management exercise needs, aim and objectives
 - developing measurable and achievable objectives related to emergency management exercise
 - establishing an exercise planning team
 - managing exercise planning activities
 - planning resource allocation
 - preparing exercise documentation including plans and evaluations
 - undertaking governance and planning meetings.

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
 - aim and objectives
 - authorities, permissions and exercise governance
 - budget and logistics requirements
 - evaluation or assessment plan
 - evidence collection tools and templates
 - exercise location risk and safety management plan
 - schedule of activities
 - scope or purpose statement
- emergency management exercise concepts, principles and arrangements
- legislative and regulatory arrangements for using resources including land, buildings,

- equipment and volunteers
- organisational documentation, policies and procedures
- relevant incident, disaster, emergency management principles
- risk and safety management principles.

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 must include two different exercises styles, with one being a multi-organisational exercise.

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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