



Australian Government

PUAEMR036 Manage and evaluate emergency management exercises

Release: 1

PUAEMR036 Manage and evaluate 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 manage and evaluate exercises designed to practice one or more elements of the emergency management arrangements. It includes reviewing exercise preparation to any context in which an emergency management exercise is appropriate and evaluating outcomes against exercise objectives.

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 unit applies to personnel who are responsible for implementing and evaluating predesigned emergency management exercises.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

PUAEMR032 Design emergency management exercises

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 Review exercise preparation | 1.1 Pre-exercise documentation to prepare organisations and individuals for their participation in exercise activity is communicated and actioned |
| | 1.2 Permissions, authorities, clearances, budget and approvals are identified and confirmed |
| | 1.3 Physical, virtual, human and logistical requirements are identified and organised |
| | 1.4 Communication plan and exercise requirements are prepared, in consultation with entities, and required technology is identified and accessed |
| 2 Manage exercise activities | 2.1 Exercise management team is formed in accordance with exercise plan |
| | 2.2 Communication and consultation is established and maintained with management personnel and participants throughout the exercise |
| | 2.3 Exercise site preparation and familiarisation activities are undertaken in accordance with the exercise plan |
| | 2.4 Briefings are delivered to participants detailing exercise aims and objectives, key aspects of the scenario, roles and responsibilities, any safety issues during the exercise and communication arrangements |
| | 2.5 Management of logistics requirements for exercise activities are confirmed |
| | 2.6 Exercise plan is used to initiate and facilitate 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 a lessons management process is undertaken with feedback about identified lessons documented |
| | 3.2 Exercise evaluation report including recommendations is prepared and distributed to relevant entities |
| | 3.3 Tracking strategies are developed for the implementation of the Corrective Action Plan |

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 PUAEMR011 Manage and evaluate 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 PUAEMR036 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 one occasion and includes

- building networks and relationships
- conducting exercise in accordance with exercise objectives
- confirming all permissions, authorities, clearances and approvals are obtained
- consulting with entities including implementing a communications plan
- demonstrating decision making techniques
- ensuring all resources are available for the exercise
- finalising required documentation
- following organisational policies and procedures
- gathering and analysing feedback
- identifying exercise hazards
- implementing and completing exercise risk and safety requirements
- managing and evaluating pre and post exercise activities
- managing exercise plan and directing activity and exercise personnel
- monitoring and adjusting pace and intensity of an exercise and adjusting, as required
- planning and delivering briefings and debriefings
- preparing emergency management exercises
- reviewing exercise preparation.

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 logistical management principles
- communication, consultation and relationship building techniques
- emergency management concepts and principles
- evaluation methods and techniques
- exercise hazards and risks
- 'Lessons Management' processes
- logistics requirements

- organisational documentation, policies and procedures
- 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 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 include two different exercises styles, with one being a multi-organisational exercise. Assessment must confirm the ability to ensure all permissions, authorities, clearances and approvals are obtained and ensure all resources are available for the exercise.

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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