



Australian Government

PUAFER007 Manage an emergency control organisation

Release: 1

PUAFER007 Manage an emergency control organisation

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 by a member of an Emergency Planning Committee to document and maintain a facility emergency plan, to establish and maintain an emergency control organisation and to operate in accordance with the facility's emergency plan. It includes initiating emergency response planning, ensuring an emergency control organisation is in place, providing for initiation and control of an initial emergency response, providing for post initial response activities, planning and implementing emergency control training and providing support in the post response and/or recovery phase.

The unit has been developed to cover facilities as specified in Australian Standard (AS) 3745 and AS4083. For this unit, as outlined in covered by AS3745 and/or AS4083, occupants are people attending a facility on a permanent or temporary basis such as an employee, contractor, student or resident, but not a visitor or patient and a facility is a building, structure or workplace that is, or may be, occupied by people (occupants).

All aspects of the unit must be undertaken in accordance with legislative requirements, organisational policies and procedures and accepted safe work practices. It applies to members of an Emergency Planning Committee.

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

Pre-requisite Unit

Not applicable.

Competency Field

Facility Emergency Response

Unit Sector

Public Safety

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 Initiate a system of emergency response planning | 1.1 Develop a facility emergency plan and ensure a system of emergency alerts is planned, specified, implemented and maintained, in accordance with legislation and available resources

1.2 Notification of an initial emergency response is provided, in accordance with the facility emergency plan

1.3 Emergency identification and analysis process is implemented, in accordance with the facility emergency plan

1.4 An emergency control organisation is established and its members are trained to meet the requirements of the facility emergency plan using available resources

1.5 Resources required to support the operation of an emergency control organisation are identified and allocated, in accordance with the facility emergency plan |
| 2 Ensure emergency control organisation is in place | 2.1 Possible emergencies are identified, defined and plans are developed to control them

2.2 Building plans are analysed for initial emergency response issues

2.3 Emergency response procedures are based on possible emergencies identified in the hazard analysis |
| 3 Provide for initiation and control of initial emergency response | 3.1 Facility procedures for initiating and controlling initial emergency response are developed, implemented and communicated, in accordance with facility emergency response procedures

3.2 Arrangements are established, in accordance with personal emergency evacuation plans, for the evacuation of occupants who need assistance

3.3 Facility emergency plan provides for assets to be secured, where safe to do so |

- 3.4** Facility emergency plan provides for restricted access to evacuated areas
 - 3.5** Evacuation exercises are conducted, as required, to validate and amend facility emergency response procedures
 - 3.6** A system to account for all occupants during emergencies is developed and implemented, in accordance with facility emergency response procedures
- 4 Provide for post initial response activities**
 - 4.1** Priorities for evacuation and post initial response activities are put in place, in accordance with the facility emergency plan
 - 4.2** Emergency services personnel are briefed on post initial response activities
 - 4.3** Post initial response activities are documented, in accordance with facility requirements
 - 4.4** Facility emergency response procedures provide for recovery activities to be identified and implemented
- 5 Plan and implement emergency control organisation training**
 - 5.1** Training needs of emergency control organisation members are identified and documented, in accordance with facility emergency response procedures
 - 5.2** Training is developed, implemented and reviewed, in accordance with facility emergency plan
 - 5.3** Training is identified from hazard needs analysis
 - 5.4** Refresher training, drills and exercises are conducted, in accordance with facility emergency plan
 - 5.5** Resources for training are identified and provided, as required
 - 5.6** Feedback on training is sought and is used to improve training programs
- 6 Provide support in post response recovery phase**
 - 6.1** Provision is made in the facility emergency plan for minimising adverse consequences to occupants, the environment and facility
 - 6.2** Debriefing activities are undertaken, in accordance with the facility emergency plan

- 6.3** External support services are accessed, as required, in accordance with the facility emergency plan
- 6.4** Liaising with media is undertaken, in accordance with the facility emergency plan
- 6.5** Reports are completed and referred to the emergency planning committee, in accordance with the facility emergency 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 equivalent to PUAWER007B Manage an emergency control organisation.

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 PUAFER007 Manage an emergency control organisation

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

- accessing external support services
- analysing training needs and planning and implementing emergency control organisation training
- applying Work, Health and Safety (WHS)/Occupational Health and Safety (OHS) requirements
- assisting occupants
- communicating with occupants and stakeholders
- delivering post initial response activities
- ensuring an emergency control organisation is in place
- identifying assets
- identifying hazards
- initiating a system of emergency response planning
- offering advice and support to occupants in post response and recovery phase
- performing emergency response and evacuations
- planning and preparing for range of possible emergencies providing for initiation and control of initial emergency response

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

- characteristics and limitations of emergency alert systems and procedures
- external support services
- facility assets
- facility emergency plan
- hazard identification and precautions
- identification of occupants who may need assistance including use of personal emergency evacuation plans
- initial emergency response including

- advice or requests for emergency services
- alternative evacuation
- designated assembly area
- evacuation routes and destinations
- guidance from emergency response team
- lateral evacuation
- methods or priorities in managing media responses needs analysis evaluation
- not re-entering an evacuated area until directed by emergency personnel
- not to evacuate or to partially evacuate
- relocation or provision of welfare services for evacuated occupants
- restrictions or entry to danger areas
- search of floors or areas
- shelter in place and lockdown,
- supply of emergency equipment and use of response equipment
- whether to evacuate
- occupants who need assistance including babies, children, pregnant women and the elderly, those with an impairment either temporary or permanent, any who are injured, those from cultural or linguistic backgrounds and any others who are not able to comprehend instructions
- organisational/facility documentation, policies and procedures
- post initial response activities
- procedures for pre-planning and post initial response activities
- programs for training
- resources to support an emergency control organisation
- systems for controlling the entry of visitors, contractors and staff during an emergency
- Work, Health and Safety (WHS)/Occupational Health and Safety (OHS) facility requirements

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 this is not appropriate, assessment must occur in industry approved simulated workplace operational situations that reflect workplace conditions.

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 policies, facility emergency plan and procedures, industry standards, equipment specifications, regulations, codes of practice and operation manuals.

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