



Australian Government

PUAOPE028 Conduct and manage community evacuation

Release: 1

PUAOPE028 Conduct and manage community evacuation

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 conduct and manage community evacuations.

It includes managing the planning and conduct of community evacuations through the five stages of decision, warning, withdrawal, shelter and return.

This unit is applicable to a person who is responsible for undertaking evacuations and/or evacuation operations in a recommended, compulsory or directed evacuation to a disaster or emergency event.

The authorisation to perform this role is in accordance with jurisdictional emergency management arrangements.

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

Pre-requisite Unit

Not applicable

Competency Field

Operations

Unit Sector

Not applicable

Elements and Performance Criteria

ELEMENTS

Elements describe the essential outcomes.

1 Assess plan and confirm

PERFORMANCE CRITERIA

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

1.1 Decisions at all stages are documented appropriately

decision for evacuation

- 1.2** Authority and responsibility at all stages are confirmed and documented
- 1.3** Evacuation plan, and other relevant plans, arrangements and procedures are accessed and shared with key stakeholders
- 1.4** Authority to make the decision to evacuate is confirmed
- 1.5** Roles and responsibilities of relevant stakeholders are confirmed in accordance with evacuation plan
- 1.6** Risk assessment is conducted, and evacuation plan is confirmed as suitable to meet hazard threat and/or amended accordingly
- 1.7** Resources required are identified according to risk assessment
- 1.8** Decision to evacuate is confirmed, implementation is agreed upon by stakeholders and outcomes documented
- 1.9** Decision to evacuate is communicated to stakeholders responsible for evacuation stages
- 2 Issue evacuation warnings**
 - 2.1** Authority and responsibility to warn is confirmed and communicated with relevant stakeholders
 - 2.2** Warning message is constructed in accordance with approved template
 - 2.3** Methods to deliver warnings are determined
 - 2.4** Warning messages are communicated to inform the nominated target groups and outline timeframes and locations for evacuation
- 3 Coordinate withdrawal**
 - 3.1** Authority and responsibility to withdraw is confirmed and communicated with relevant stakeholders
 - 3.2** Different types of withdrawal and contingencies are planned for
 - 3.3** Resources needed for evacuation are confirmed and mobilised
 - 3.4** Traffic management points and plans are considered

- 3.5 Security measures are considered
 - 3.6 Communications for withdrawal stage are planned
- 4 Manage shelter arrangements**
 - 4.1 Shelter options are identified and applied
 - 4.2 Responsibilities and cost arrangements for shelter arrangements are confirmed
 - 4.3 Goods and services required are determined and mobilised
 - 4.4 Evacuee needs are identified, and appropriate supports implemented
 - 4.5 Planning and management of animals in emergencies is implemented
 - 4.6 Evacuees are registered as required and shelter support needs identified
 - 4.7 Communications for shelter stage are planned and implemented
 - 4.8 Shelter operations are maintained
 - 4.9 Shelter transition and closure is planned and implemented
- 5 Manage return of evacuees**
 - 5.1 Risk management processes for return are developed
 - 5.2 Return options are identified
 - 5.3 Communications for the return stage are planned and implemented
 - 5.4 Return to community and recovery services are coordinated to support returning evacuees
 - 5.5 Strategies to support returning evacuees are linked with recovery plans and implemented according to evacuation plan
 - 5.6 Returning evacuees are provided with information on recovery services
 - 5.7 Lessons management process is undertaken, and

outcomes reported

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 PUA Public Safety Training Package Companion Volume Implementation Guide.

Unit Mapping Information

This is a new unit.

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 PUAOPE028 Conduct and manage community evacuation

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Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and include:

- applying organisational policies, procedures, plans and protocols
- communicating and engaging effectively and appropriately with stakeholders (including evacuees)
- implementing, reviewing and monitoring a community evacuation plan, including managing:
 - decision to evacuate
 - issuing warnings
 - return of evacuees
 - shelter arrangements
 - withdrawal
- implementing work health and safety (WHS)/occupational health and safety (OHS) requirements
- using interpersonal skills, including decision making, diplomacy, tact, negotiation and conflict resolution
- working with key stakeholders to implement a community evacuation, including:
 - coordinating community and recovery services
 - evaluating and mitigating risks associated with returning evacuees
 - facilitating and supporting the lessons management process
 - managing the safety and wellbeing of evacuees and personnel
 - prioritising and managing escalation of issues, challenges and incidents.

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

- authority to decide evacuation
- community evacuation plan, supporting plans, standards and guidelines, including:
 - approaches to managing individual, cultural and linguistic needs of evacuees
 - preferred sheltering practice and minimum standards in humanitarian response

- strategies used to support at risk groups of people, including those who choose not to evacuate
- decision-making process to evacuate, including:
 - community and disaster context
 - evacuation timelines
 - risk management
- evacuation strategies:
 - compulsory or directed evacuation
 - recommended evacuation
 - self-evacuation
- jurisdictional emergency management arrangements and key stakeholders
- resources, including transportation
- stages of evacuation, including:
 - decision to evacuate
 - return
 - shelter
 - warning
 - withdrawal
- type of evacuation (total, partial or phased).

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 relevant exercises, case studies and/or simulations
- appropriate materials, equipment, tools and personal protective equipment (PPE) currently used in industry
- applicable documentation, including organisational procedures, industry standards, national resource sharing arrangements, equipment specifications, regulations, codes of practice and operation manuals.

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