



Australian Government

PUASES012 Work as a team member in an emergency operations centre

Release: 1

PUASES012 Work as a team member in an emergency operations centre

Modification History

Release 1. This is the first release of this unit of competency in the Public Safety Training Package.

Application

This unit of competency involves the skills and knowledge required to support an emergency operation as a member of a team by providing information collection, collation, dissemination and presentation in an emergency operations centre. It informs the roles and responsibilities of individuals who act as a member of a team within an emergency operation centre at the commencement, during and completion of an incident operational period.

The unit is applicable to members of emergency services organisations, police officers, ambulance and paramedic services, fire service personnel and volunteers.

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

Pre-requisite Unit

Not applicable

Competency Field

SES Sector

Unit Sector

State/Territory Emergency Services

Elements and Performance Criteria

ELEMENTS

Elements describe the essential outcomes.

1 Activate an operations centre and initiating systems

PERFORMANCE CRITERIA

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

1.1 Initial task information is obtained on likely nature of incident response

- 1.2 Operations centre is opened, in accordance with organisational procedures
 - 1.3 Communications and information management computerised systems are activated or established, in accordance with organisational procedures
 - 1.4 Appropriate plans and directories are accessed, in accordance with organisational decisions on the nature of response
 - 1.5 Operations centre staff are activated, in accordance with organisational procedures
 - 1.6 Other organisations/agencies are informed that the operations centre has been activated, in accordance with organisational procedures
- 2 Collect, maintain and display information**
 - 2.1 Operational information is actively sought
 - 2.2 Operational information is recorded legibly and/or electronically, in accordance with organisational procedures
 - 2.3 Operational priorities are applied, in accordance with organisational procedures
 - 2.4 Information is evaluated for currency and correctness and advice is provided to appropriate personnel
 - 2.5 Incident files are maintained, in accordance with organisational policies and procedures
 - 2.6 Information displays are plotted and/or updated, as required, in accordance with organisational procedures
- 3 Disseminate information**
 - 3.1 Briefing areas are prepared, in accordance with organisational procedures
 - 3.2 Information for situational reports, operational orders and media releases is assembled for appropriate personnel
 - 3.3 Relevant information is disseminated under direction of appropriate personnel, in accordance with organisational policies and procedures
 - 3.4 Information is distributed within the operations centre, in accordance with organisational policies and

procedures

3.5 Relevant information is included in incoming shift hand over details

4 Close an operations centre

4.1 Records and information are filed, in accordance with organisational procedures

4.2 Communication systems are reset to standby modes, in accordance with organisational policies and procedures

4.3 Operations centre is returned to operational readiness to allow for rapid reactivation, as required

4.4 Information is provided to appropriate personnel to assist with post operational reports, in accordance with organisational procedures

4.5 Signs and symptoms of operational stress in self and others is recognised and promptly reported to appropriate personnel

4.6 Debriefing requirements are met, in accordance with organisational procedures

4.7 Other organisations/agencies are informed that the operations centre has been closed, in accordance with organisational policies and procedures

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 PUASES012A Work as a team member in an emergency operations centre.

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>