



Australian Government

Department of Education, Employment and Workplace Relations

PUAEMR018A Work in an emergency management context

Revision Number: 2

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Modification History

PUAEMR018A Release 2: Layout adjusted. PC, Required Knowledge and Evidence Guide revised.

PUAEMR018A Release 1: Primary release.

Unit Descriptor

This unit describes the outcomes required to apply emergency management concepts and principles, and jurisdictional emergency management arrangements to organisational policies, procedures, planning and decision making.

Application of the Unit

This unit applies to people who are undertaking, or are preparing to work in, an emergency management role within their organisation and/or local community and require a broad understanding of the jurisdiction's emergency management framework in order to undertake their work responsibilities.

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

Licensing/Regulatory Information

Not applicable.

Pre-Requisites

Not applicable.

Employability Skills Information

This unit contains employability skills.

Elements and Performance Criteria Pre-Content

Elements describe the essential outcomes of a Unit of Competency.

Performance Criteria describe the required performance needed to demonstrate achievement of the element. Where ***bold italicised*** text is used, further information is detailed in the Range Statement. Assessment of performance is to be consistent with the Evidence Guide.

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1. Confirm organisational emergency management requirements	1.1 Current versions of relevant emergency management information are accessed. 1.2 Emergency management information is reviewed to identify requirements, roles and responsibilities for different organisations. 1.3 Implications of emergency management requirements for organisational planning, policies, procedures, systems and resource allocation are identified. 1.4 Implications of emergency management requirements for stakeholders and local communities are identified. 1.5 Action plans are used in line with organisational policies and procedures.
2. Contribute to stakeholder awareness of emergency management	2.1 Application of emergency management concepts and principles to enhance the resilience of organisations and/or communities is conveyed to stakeholders. 2.2 Emergency management arrangements are explained to illustrate the multi-agency approach and to distinguish between the roles and responsibilities of key agencies/organisations. 2.3 Emergency management plans and warning strategies are explained to clarify roles and responsibilities, and to illustrate how plans and warning strategies are developed, maintained and implemented. 2.4 Reliable sources of emergency management information are accessed.
3. Support organisational/community emergency planning and decision making	3.1 Strategies to prepare and engage stakeholders/organisations/communities are identified in accordance with organisational responsibilities, policies and procedures. 3.2 Appropriate methods for conducting an all hazards, risk and vulnerability analysis for the organisation/community are identified. 3.3 Analysis process is participated in and supported . 3.4 Appropriate prevention/mitigation, preparedness, response and/or recovery strategies are identified in consultation with stakeholders. 3.5 Planning and the development and/or improvement of related arrangements, policies and procedures are identified. 3.6 Relevant components of emergency plans are implemented in accordance with organisational role

ELEMENT**PERFORMANCE CRITERIA**

and responsibilities.

Required Skills and Knowledge

This describes the essential skills and knowledge and their level, required for this unit.

Required Skills

- discuss emergency risks and their implications, and impact of proposed treatments for an organisation/community
- identify stakeholder needs, priorities and positions
- locate and interpret emergency management related legislation, regulations, plans, policies and procedures
- locate and interpret information about an organisation/community
- outline the jurisdiction's emergency management arrangement and their impact on the organisation
- participate in/facilitate group discussion and teamwork
- summarise and explain key information clearly

Required Knowledge

- emergency risk management process as per appropriate international and Australian Standards
- legislative/regulatory requirements and agency/organisational arrangements for emergency management
- organisational policies and procedures relating to business planning, communication and consultation with stakeholders, information management, emergency management, occupational health and safety (OH&S) and environmental management
- emergency management terminology, concepts and principles as outlined in current Australian Emergency Management Handbooks

Evidence Guide

The evidence guide provides advice on assessment and must be read in conjunction with the Performance Criteria, Required Skills and Knowledge, the Range Statement and the Assessment Guidelines for this Training Package.

Critical aspects for assessment and evidence required to demonstrate competency in this unit

Assessment must confirm the ability to:

- provide emergency management information and advice within the scope of own organisational/community role and responsibilities and consistent with jurisdictional emergency management arrangements
- work collaboratively with stakeholders to achieve outcomes that enhance the resilience of the organisation/community.

Consistency in performance

Competency should be demonstrated in a range of contexts such as throughout the duration of significant emergency management activities and during components of a number of emergency management related activities.

Context of and specific resources for assessment

Context of assessment

Competency should be assessed in the workplace or a simulated workplace environment.

Specific resources for assessment

Access is required to:

- emergency management legislation, regulations, plans, policies and procedures
- relevant organisational plans, policies and procedures.

Method of assessment

This unit should be assessed with a blend of formative assessment to confirm underpinning knowledge and scenario-based or real-world projects that require candidates to apply their knowledge in context.

Forms of assessment that are typically used include:

- direct observation
- interviewing the candidate
- journals and workplace documentation
- third party reports from supervisors
- written or oral questions.

Range Statement

The Range Statement relates to the Unit of Competency as a whole. It allows for different work environments and situations that may affect performance. ***Bold italicised*** wording in the Performance Criteria is detailed below.

Emergency management information may include:

- land use planning regulations
- legislation dealing with disasters, emergencies, OHS and the environment
- local government regulations
- regulations for handling and transporting dangerous goods
- relevant international and Australian risk management standards
- state/territory emergency risk management guidelines
- state/territory/local government and organisational emergency plans
- state/territory/local government emergency management arrangements

Stakeholders may include:

- staff
- client groups
- decision makers
- members of the public
- community groups
- industry groups
- public and private sector organisations
- non-government organisations
- elected officials

Reliable sources of emergency management information may include:

- Australian Bureau of Statistics data for communities (such as population distribution, social, cultural, health status and education data)
- details of key infrastructure and emergency/support services
- documented risk assessments conducted by organisations and communities
- expert advice (including local sources)
- publications (such as Australian emergency management handbooks)
- published reports and inquiries
- real time operational information
- state/territory/local emergency (sub) plans
- state/territory/local legislation dealing with emergency management
- authoritative websites (such as Emergency

Strategies to prepare and engage stakeholders/organisations/communities may include:

- Management Australia)
- advertising in local media
 - broadcast facsimile and email messages
 - contacting individual organisations, professional bodies, unions and recreational/sports associations
 - distributing pamphlets
 - electronic communication warning and information systems
 - focus groups, workshops, surveys
 - initiating media interviews
 - letters and articles written for specific audiences
 - making presentations to a variety of community groups
 - meetings with groups, key individuals and leaders of minority/ethnic/cultural groups
 - preparing media releases
 - social media
 - speaking at community functions
 - websites

Appropriate prevention/mitigation, preparedness, response and/or recovery strategies may include:

- building codes
- community education
- community restoration, reconstruction
- critical incident stress management, personal support and counselling
- emergency management planning
- financial support
- land use management
- legislation and regulation
- mutual aid agreements
- safety standards
- training and exercises
- warning systems

Planning may include:

- business continuity planning
- emergency planning
- land use planning
- operational and strategic business planning

Unit Sector(s)

Not applicable.