



Australian Government

Department of Education, Employment and Workplace Relations

PUAEMR019A Coordinate and evaluate activities which exercise elements of emergency management arrangements

Release: 1

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Modification History

Not applicable.

Unit Descriptor

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This unit covers the competency required to coordinate and evaluate activities which exercise elements of emergency management arrangements.

Application of the Unit

Application of the Unit

The application of this unit would inform roles and responsibilities of individuals responsible for the coordination of emergency management activities which exercise elements of emergency management arrangements. The requirements for the testing of emergency management arrangements may be driven by multiple legislative, organisational policy or incident contexts.

Applicable roles and jobs may involve emergency management, business continuity, risk management, emergency services liaison and event management.

Licensing/Regulatory Information

Not applicable.

Pre-Requisites

Not applicable.

Employability Skills Information

Employability Skills	This unit contains employability skills.
Pre-requisite Unit/s	Nil

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 Required Skills and Knowledge and/or the Range Statement. Assessment of performance is to be consistent with the Evidence Guide.

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1. Confirm exercise objectives stipulated in documentation	1.1 Exercise <i>stakeholder</i> requirements are confirmed 1.2 <i>Exercise objectives and outcomes</i> are confirmed 1.3 Relevant exercise style, plan, activity schedule and budget are identified and confirmed
2. Manage exercise activities	2.1 <i>Activity personnel</i> are identified and liaised with as required 2.2 Exercise management team is formed 2.3 As specified in exercise plan, exercise site preparation and familiarisation are ensured 2.4 Briefings are prepared and delivered to stakeholders reflecting exercise objectives, outcomes and <i>activities</i> 2.5 Confirmation and management of <i>resources</i> required to conduct exercise activities is ensured 2.6 Use of exercise documentation to initiate and facilitate the conduct of the exercise is ensured 2.7 Exercise security and safety requirements are coordinated

ELEMENT	PERFORMANCE CRITERIA
3. Ensure provision of media and community information	3.1 Community information strategy is developed and distributed to stakeholders 3.2 Media agencies and relevant communities are advised in line with the community information strategy 3.3 Media liaison function is established to support the community information strategy
4. Evaluate outcomes against exercise objectives	4.1 Post exercise debriefings are conducted and feedback is provided 4.2 Exercise feedback is collated, recorded analysed and issues identified 4.3 Preparation of exercise report is ensured 4.4 Recommendations are prepared and submitted to exercise design team and planning team, and stakeholders

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

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

Required Skills

- communicate in a group setting
- consult with stakeholders
- manage and direct activity personnel
- plan and deliver briefings and debriefings
- provide feedback
- undertake risk management

Required Knowledge

- emergency management concepts and principles
- legislative and regulatory arrangements relative to emergency management
- organisational policies and procedures (such as legislation relevant to the operation/incident/response; legislation relevant to the organisation; operational, corporate and strategic plans; operational performance standards; operational policies and procedures; organisational personnel and occupational health and safety practices and guidelines; organisational quality standards; organisation's approach to environmental management and sustainability)
- problem solving and decision making techniques
- project management principles
- state/territory and agency plans and procedures

Evidence Guide

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 the community with appropriate and timely information
- oversee all aspects of an exercise.

Consistency in performance

Competency should be demonstrated over time in a range of activity contexts including multi-agency incidents of varying complexity.

Context of and specific resources for assessment

Context of assessment

Competency should be assessed on-the-job or in a simulated environment.

Specific resources for assessment

Access is required to:

- resources relevant to the exercise activities.

Method of assessment

In a public safety environment assessment is usually conducted via direct observation in a training environment or in the workplace via subject matter supervision and/or mentoring, which is typically recorded in a competency workbook.

Assessment is completed using appropriately qualified assessors who select the most appropriate method of assessment.

Assessment may occur in an operational environment or in an industry-approved simulated work environment.

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

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.

Documentation may include	Activity inputs (general idea) Activity notification Activity management checklists Assessor documentation Evaluation checklist Evidence collection templates Exercise injects General instruction Incident action plans Meeting details Risk assessments Risk action plans Safety instructions Special idea Specific inputs Timetable/schedule of events Umpire documentation
Stakeholders may include	Client groups Community groups Industry groups Members of the public Politicians Public and private sector organisations Staff
Exercise objectives and outcomes may include	Assessing and demonstrating the capability of individuals/teams and systems/arrangements Assessing system/s performance Auditing performance Education Enhanced emergency management arrangements Evaluating emergency management plans Evaluating individuals/teams/facilities/systems Evaluating risk treatment strategies Exploring issues Improving team cohesion Meeting legislative and/or state/territory requirements Promoting awareness Testing effectiveness/efficiency of emergency management plans/arrangements

RANGE STATEMENT

| Validating training outcomes

RANGE STATEMENT

Activity personnel may include

Activity director
Administrative/welfare personnel to support learning and assessment tools
Assessors/umpires
Casualty simulators
Directing staff/coordinators/facilitators
Exercise facilitator
Exercise management team
First responders
Liaison officers
Logistics officer
Participants
Public relations staff
Role player liaison officers
Safety officers
Support personnel

Activities may include

Case studies
Discussion exercises
Distributed interactive software
Field exercises
Functional centre exercises (specific task environments within the workplace)
Multimedia
Role plays
Scenario analyses
Scenario storylines including general and special ideas
Simulation exercises
Tactical exercise without troops (TEWT)

Resources may include

Activity communications
Catering
Equipment
Facilities
Finance
First aid personnel
Guest/specialist speaker
Medical supplies and personnel
Personnel
Presenter
Responders or victims with experience of an emergency
Response guide
Safety advisor
Transport
Welfare

RANGE STATEMENT

Exercise report may include	Acknowledgements Attachments (referee reports, notes of hot and full debrief) Exercise aim and objectives Exercise critique Exercise scenario Executive summary Introduction Outline of exercise team Participating organisations Participating volunteers Recommendations Sequence of events Summary Table of contents
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Unit Sector(s)

Not applicable.