



Australian Government

Department of Education, Employment and Workplace Relations

PUAOPE008B Coordinate resources within a multi-agency emergency response

Revision Number: 1

PUAOPE008B Coordinate resources within a multi-agency emergency response

Modification History

Not applicable.

Unit Descriptor

Unit Descriptor

This unit covers the competency to bring together organisations and other resources to support an emergency management response. Coordination refers to the bringing together of organisations and other resources to support an emergency management response. It involves the systematic acquisition and application of resources (organisational, human and equipment) in an emergency situation.

Application of the Unit

Application of the Unit

The application of this unit in the workplace - the environments, complexities and situations involved - will be written during Phase II of the Review of the PUA00 Public Safety Training Package. This text will be useful for the purposes of job descriptions, recruitment advice or job analysis; where possible, it will not be too job specific to allow other industries to import it into other Training Packages, where feasible.

Licensing/Regulatory Information

Not applicable.

Pre-Requisites

Prerequisite Unit/s Nil

Employability Skills Information

Employability Skills 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 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. Commence coordination	1.1 The coordination arrangements are invoked in accordance with agreed authority/responsibility 1.2 A coordination facility is established in accordance with the requirements of control 1.3 The coordination arrangements are communicated to participating organisations and to relevant authorities/organisations pertinent to the emergency/incident situation
2. Establish and maintain a coordination network	2.1 A coordination network is established appropriate to the nature and complexity of the emergency 2.2 The coordination network integrates with the control and command activities to meet the objectives of the control plan 2.3 The coordination network is expanded, contracted or modified in response to changes within the emergency environment
3. Manage resource requirements in accordance with control requirements	3.1 Resources are identified through the coordination network and external providers/authorities which may be appropriate to control requirements 3.2 Resources are acquired to meet the requirements of the control plan 3.3 Resources are supplied to meet operational requirements within negotiated timeframes 3.4 Allocated resources are monitored to ensure operational effectiveness and to confirm additional requirements
4. Conclude coordination activities	4.1 An audit is undertaken to ensure that resources are acquired and supplied in a cost-effective and efficient manner (where applicable) 4.2 Resources released from the emergency are returned to providers as appropriate 4.3 Acquisition and supply of resources meet the requirements of control
5. Review coordination	5.1 Debriefs are conducted to evaluate coordination effectiveness 5.2 Reports are produced as required and communicated in accordance with established protocols

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

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

Required Skills

- accessing information and support from the control facility
- advanced communication and interpersonal skills
- apply relevant agreements, codes of practice or other legislative requirements
- development of response plans including predicting consequences and identifying improvements
- effective and efficient deployment of human and physical
- electronic data exchange systems
- focus of operation of work systems and equipment
- logistics management
- other organisations' personnel and external authorities
- radio frequency devices
- resources including:
 - operative and non-operative personnel
 - materials
 - equipment and consumables
 - use equipment
- using a range of information technology devices including computers
- using tools and techniques to solve problems

Required Knowledge

- control and organisation command structure
- emergency site layout
- knowledge of principles and practices to conduct an activity which exercises elements of public safety management
- security and confidentiality of material

Evidence Guide

EVIDENCE GUIDE

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EVIDENCE GUIDE

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

It is essential for this unit that competence be demonstrated in ability to:

- Implement coordination response in accordance with control plan and within bounds of authority
- Identify, select, prioritise, implement and evaluate appropriate strategies for the acquisition and deployment of resources in accordance with control and command plan requirements
- analyse resources requirements in accordance with present and future control requirements
- implement and maintain an effective communication system both internal and external to an emergency
- monitor the deployment of resources in meeting control requirements
- maintain procurement and workplace records
- strategically react to changes within the emergency environment
- incorporate risk management and contingency processes
- evaluate performance of coordination in meeting the requirements of control
- modify activities to cater for variations and changes in emergency contexts and environments
- apply underpinning knowledge and skills when establishing plans
- describe consequences
- complete tasks
- identify improvements
- apply safety precautions relevant to the task
- show evidence of application of relevant workplace procedures including hazard policies and procedures, issue resolution procedures, job procedures and work instruction guidelines relating to the procurement of resources, quality assurance procedures (where existing), privacy, confidentiality and security procedures, waste, pollution and environmental management recovery processes

Consistency in performance

Evidence should be gathered over a period of time in a range of actual or simulated workplace environments

Context of and specific resources for assessment

Context of assessment

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

Specific resources for assessment

Resources should involve access to or simulation of

EVIDENCE GUIDE

Guidance information for assessment

emergency situations in a multi-organisation response environment This includes identification, procurement and deployment of equipment, personnel, facilities etc appropriate to the emergency situation and within the bounds of responsibility as designated within the requirements of control

Information that will assist or guide assessment will be written during Phase II of the Review of the PUA00 Public Safety Training Package.

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.

Types of emergencies (imminent or actual) may include

natural events
drought
fire (forest
grassland
urban)
avalanche snow/ice/hail
tsunami
windstorm/tropical storm
hurricane/typhoon
biological
extreme heat/cold
flood/wind driven water
earthquakes/land shifts
volcanic eruption
tornado/cyclone
landslide/mudslide
dust/sand storms
lightning storm

Technological/industrial incidents may include

radiological accidents
dam/levee failure
fuel/resource shortages
strikes
business interruption
financial collapse
hazardous material spills
hazardous material releases
explosions/fire
transportation accidents
building/structure collapse
power/utility failure
extreme air pollution

Civil/political events may include

economic
general strike
terrorism
sabotage
hostage situation(s)
civil unrest
eco-terrorism

RANGE STATEMENT

| enemy attack

RANGE STATEMENT

Considerations in the determination of the nature, extent and potential of an emergency may include

risk to life
 risk to property
 risk to environment
 scope and scale of incident including likely duration of incident
 resource availability
 potential for changes in situation
 topography
 weather
 speed of onset
 hazard agent location
 demography

Resources may include

human-operations personnel
 volunteers
 support personnel
 local
 state/territory and federal governments
 physical-equipment
 machinery
 vehicles
 technology devices
 communication devices

Information management system may include

data receipt
 recording
 storage and dispatch modes
 procedures and protocols
 types of technology - electronic data exchange devices
 audio and visual recording mechanisms
 security and authorisation assignment

Personnel support activities may include supply of

catering
 sanitation
 shelter
 rest/relief counselling services
 stress management services
 medical

Control facility establishment procedures and principles may include consideration of

proximity to emergency/incident
 size and type of structure
 special incident requirements
 communication modes
 logistical operations
 site access and exit requirements
 security requirements

RANGE STATEMENT

equipment characteristics
support services
amenities
parking

RANGE STATEMENT**Communication processes and systems may include**

designation of appropriate modes and channels of communication
communication responsibilities of personnel
radio communications
inter organisation liaison
data transfer
telecommunications
interpersonal communications

Consultative processes may include

clients
emergency management specialists
emergency organisations
higher authorities
public
media
other professional or technical staff and/or organisations
occupational health and safety specialists

Agreed reporting mechanisms will involve

authorisation
distribution and development of reports in accordance with regulatory and organisational requirements and may include:
media reports
ministerial reports
coronial reports
situation reports-within emergency for external
distribution-status reports
performance evaluations
legal reports
final reports
briefing papers

Identification and acquisition of resources may include

networking
geographical analysis
cost benefit analysis
logistics
supply-demand financial analysis

Debriefing may include

performance evaluation
operational analysis
logistics
supply-demand
financial analysis

Coordination network may include

operative and support organisations
contractors
other emergency organisations

RANGE STATEMENT

water
gas and power agencies
welfare and counselling organisations
medical organisations
equipment suppliers
contractors
community service organisations
land management agencies
Federal
State/territory and local government authorities

RANGE STATEMENT**Audit may comprise**

supply mechanisms
supply cost
damage reports
reconciliation

**Sources of information/
documents may include**

emergency procedures
standard operating procedures
relevant Australian or international documentation in
disaster/emergency management
organisational and workplace operating procedures and
policies
client requirements
communications technology equipment
oral
aural or signed communications
personal and work area work procedures and practices
evacuation procedures
occupational health and safety procedures
applicable State, Territory, Commonwealth legislation
and regulations which relate to:

- public safety
- state of emergency
- occupational health and safety regulations and
legislation
- Workplace Relations Act(s)
- workers compensation
- privacy and confidentiality legislation
- freedom of information
- environment protection legislation
- equal opportunity
- equal employment opportunity and affirmative
action legislation

standards and certification requirements
quality assurance procedures
memorandum of understanding/agreement
conventions
protocols
policies
codes of practice
procurement procedures

Unit Sector(s)

Not applicable.

Corequisite Unit/s

Co-requisite Unit/s Nil