



Australian Government

Department of Education, Employment and Workplace Relations

PUAEMR030 Manage and evaluate emergency management exercises

Release: 1

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Modification History

PUAEMR030 Release 1: Primary release.

Unit Descriptor

This unit describes the outcomes required to manage and evaluate activities which exercise elements of emergency management arrangements.

Application of the Unit

This unit applies to people who are responsible for implementing and evaluating pre-designed emergency management exercises. Emergency management exercises may be used in any context where there is a requirement to plan for, or manage an emergency. The exercise scale can range from a small activity in a volunteer emergency response unit to a major evacuation exercise for an industrial plant. The skills in this unit can be applied to any context in which an emergency management exercise is appropriate.

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

Not applicable. 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. Prepare to manage the exercise

- 1.1 Exercise ***documentation*** reviewed to confirm governance and ***stakeholder*** requirements.
- 1.2 Exercise aim, objectives, activities and evaluation plan are confirmed.
- 1.3 Relevant permissions, authorities, clearances and approvals are identified and confirmed.
- 1.4 ***Logistic requirements*** are identified and organised.
- 1.5 Communication plan is designed and implemented in consultation with stakeholders.

2. Manage exercise activities

- 2.1 Exercise management team is formed where required.
- 2.2 Communication and consultation is established with ***activity personnel*** and maintained throughout the conduct of the exercise.
- 2.3 Exercise site preparation and familiarisation are ensured in accordance with the exercise plan.
- 2.4 Briefings are prepared and delivered to stakeholders reflecting exercise objectives and activities.
- 2.5 Confirmation and management of logistic requirements required to conduct exercise activities is ensured.
- 2.6 The exercise plan is used to initiate and facilitate the conduct and direction of the exercise.
- 2.7 Risk is managed throughout the exercise.

3. Evaluate outcomes against exercise objectives

- 3.1 Post-exercise debriefings are conducted and feedback is gathered.
- 3.2 Exercise feedback is collated, recorded, analysed and issues identified.
- 3.3 An ***exercise report***, including recommendations, is prepared to organisational standards and distributed to stakeholders.

Required Skills and Knowledge

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

Required Skills

- manage small-group activities
- build effective networks and relationships
- work effectively in a group setting
- consult with stakeholders
- manage and direct activity personnel
- plan and deliver briefings and debriefings
- manage the pace and intensity of the exercise
- manage risk and safety
- gather and analyse feedback

Required Knowledge

- exercise management concepts and principles
- educational principles underpinning the design of objectives and linking those to activities
- legislative, regulatory and insurance arrangements relevant to using resources, such as land, buildings, equipment, staff and volunteers
- relevant 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
- project management principles
- risk and safety management principles
- budgeting and logistic management principles

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:

- ensure all permissions, authorities, clearances and approvals are obtained,
- ensure all resources are available for the exercise, and
- the pace of the exercise proceeds appropriately to achieve the objectives

Consistency in performance

Candidates should be expected to present evidence of managing two different types of exercise, including at least one exercise that requires multi-agency or organisation input.

Context of and specific resources for assessment

Context of assessment

This competency cannot be assessed in a simulated environment.

Specific resources for assessment

- Access is required to real-life exercises, including supporting resources.

Method of assessment

This unit contains transferable skills, such as communication, consultation, and logistic management skills that can be applied to managing an emergency management exercise. Assessors may use formative assessment strategies in a simulated environment to contextualise underpinning knowledge.

Summative assessment requires application of the unit to manage exercises in the workplace. Evidence of performance can be gathered by:

- 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.

- Documentation*** may include:
- activity inputs (general and special ideas)
 - activity notification
 - activity management checklists
 - assessor documentation
 - evaluation checklist
 - evidence collection templates
 - exercise injects
 - general instruction
 - incident action plans
 - permissions and approvals risk assessments
 - risk action plans
 - safety instructions
 - specific inputs
 - timetable/schedule of events
 - umpire documentation
- Stakeholder*** 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
- Logistic requirements*** may include:
- catering
 - equipment
 - facilities
 - finance and accounting procedures
 - transport
 - accommodation
 - guest or specialist speaker(s) or presenters
 - first aid and medical supplies and personnel
 - exercise management personnel
 - role players
 - participants
- Activity personnel*** may
- exercise management staff
 - exercise evaluation staff

include:

- casualty simulation staff
- role players
- public information staff
- participants' management

Exercise report may include:

- executive summary
- acknowledgements
- exercise aim and objectives
- introduction
- exercise scenario
- sequence of events
- exercise critique (relating observations and feedback to the objectives)
- summary
- recommendations
- attachments (exercise management team, participating organisations and volunteers, referee reports, debrief notes)

Unit Sector(s)

Not applicable.