



Australian Government

Department of Education, Employment and Workplace Relations

PUASAR037 Review USAR task force plans implemented at an incident

Release: 1

PUASAR037 Review USAR task force plans implemented at an incident

Modification History

Release	TP version	Comments
1	PUA12 V1	First release.

Unit Descriptor

This unit covers the competency required to review the implementation of urban search and rescue (USAR) task force plans and to assess their effectiveness in achieving the incident objective and the needs of a USAR task force.

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

Application of the Unit

This unit applies to a person performing the role of a USAR task force leader. This role is responsible for the management of a USAR task force specifically:

- managing and implementing post deployment review of USAR operations
- applying risk management processes and treating risks within an operational USAR context
- managing critical incident stress
- managing reconstitution of a task force
- managing demobilisation of a task force
- supporting recovery of affected communities

An USAR task force operates within the command and control system established by the organisation with the legislative authority for the incident, but will operate in accordance with AIIMS or CIMS.

Compliance with legislative or regulatory requirements of Australian jurisdictions or the host country may be required.

Licensing/Regulatory Information

Not applicable.

Pre-Requisites

PUASAR035 Develop plans for deployment of a USAR task force

PUASAR036 Implement and monitor USAR task force plans

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

ELEMENTS	PERFORMANCE CRITERIA
1. Confirm arrangements for conducting a post-operations review of USAR incident	1.1 Roles and responsibilities of USAR task force involved in review of task force plans and operations are determined. 1.2 Cooperation with other agency personnel in the conduct of the post-operations review is consistent with designated roles and responsibilities. 1.3 Information required for post-operations review is identified, sought and received.
2. Perform post-operations review of USAR task force plans	2.1 USAR operations portion of Incident Action Plan (IAP) and other plans developed to support USAR task force are reviewed. 2.2 Information is conveyed to operational personnel and is recorded promptly and accurately, in accordance with organisational requirements.
3. Assist in the recovery of affected communities	2.3 Requirement for post operational support to the affected community is confirmed through ongoing deployment. 2.4 Data set collected during incident is provided to appropriate authorities to support recovery arrangements. 2.5 Consideration is given to the donation of cache equipment to the affected community, where appropriate.
4. Review demobilisation	3.1 Demobilisation process is reviewed against the objectives of the demobilisation plan. 3.2 Effectiveness of the demobilisation plan is assessed.
5. Complete required post incident reports	4.1 Information and reports are provided to agency and other organisations as required. 4.2 Operational information from the incident is collected to provide a basis for performance reporting.

Required Skills and Knowledge

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

Required Skills

- analyse situations and plan effectively
- apply risk management processes to planning
- communicate effectively in writing
- delegate effectively
- lead and manage personnel
- make oral presentations
- manage budgets and finances
- prepare for briefings and debriefings
- resolve conflict
- review effectiveness of plans and make recommendations for improvement
- undertake negotiations

Required Knowledge

- award conditions and leave entitlements
- community reaction in a crisis
- compensation claims and entitlements
- contractual arrangements for deploying and redeploying a USAR task force
- different types of briefings and debriefings and their content
- how to engage the community to assist with recovery
- organisational policy and procedures for responding to critical incident stress situations
- process for implementing CISD/CISM during and after a USAR deployment
- process required for conducting a post-operational review
- purpose of a post-operational review (lessons learned, scope and content of a review)
- reconstitution plan and requirements
- risk management principles and process (AS/NZS ISO 31000:2009, Risk management – Principles and guidelines)
- security arrangements

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 must confirm the ability to:

**assessment and evidence
required to demonstrate
competency in this unit**

- apply the processes required for conducting a post operational review
- apply problem solving strategies to identified risks and develop options to mitigate them.

Consistency in performance

Competency should be demonstrated over time in a range of actual or simulated workplace environments.

Context of and specific resources for assessment**Context of assessment**

Competency should be assessed in an actual or industry-approved multi-agency simulated workplace environment.

Specific resources for assessment

Access is required to:

- operational documentation arising from the deployment
- post-incident analysis and agency debrief/s
- relevant templates for reporting

Method of assessment

Assessment should be conducted by direct observation in either the workplace (through recorded subject matter supervision and/or mentoring) or the training environment.

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

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.

Plans may include:

- communications
- demobilisation
- evacuation
- media
- redeployment
- safety
- welfare

Other agency personnel may include:

- defence forces
- embassies and consulates
- foreign affairs agency
- national emergency management agencies
- non-government organisations

Post-operations review may include:

- public safety agencies
- United Nations
- identification of lessons learned
- in field operations review
- post-mission report
- preparation and distribution of a report
- review of all plans
- task force team management functional analysis
- accommodation and welfare arrangements
- communications plan
- incident objectives
- information on alternative strategies
- information plan for dissemination of information to all stakeholders
- information regarding the necessary logistical arrangements
- management arrangements, including establishment of sectors and divisions
- management structure if established
- maps or site plans of the incident
- medical plan and consideration of workplace health and safety issues
- resources to be allocated to each division and sector
- statement of current situation and predictions of the incident's likely development (including key risk exposures)
- strategies to achieve defined incident objectives
- structural chart depicting the personnel in the incident management arrangements, including establishment of divisions and sectors
- timings of meetings and changeovers
- traffic management
- coordinate its withdrawal with the OSOCC
- provide completed Mission Summary Report to appropriate authority after deployment
- report its mission has ended to the appropriate authority

Incident Action Plan may include:

Demobilisation process is reviewed may include:

Unit Sector(s)

Not applicable.

