
**WORKPLACE EMERGENCY RISK
MANAGEMENT**

**Describe the roles and functions of a
CIMS Incident Management Team (IMT)
at an incident**

level:	4
credit:	4
final date for comment:	January 2010
expiry date:	December 2011
sub-field:	Community and Workplace Fire and Emergency Management
replacement information:	This unit standard replaced unit standard 17280.
purpose:	People credited with this unit standard are able to describe: the interrelated functions of the coordinated incident management system (CIMS) model; the incident controller's responsibilities at an incident; and the role and function of the operations manager, the planning/intelligence manager, and the logistics manager at an incident.
entry information:	Prerequisite: Unit 17279, <i>Demonstrate knowledge of the coordinated incident management system (CIMS)</i> , or demonstrate equivalent knowledge and skills.
accreditation option:	Evaluation of documentation and visit by NZQA and industry.
moderation option:	A national moderation system of moderation networks has been established by the Fire and Rescue Services Industry Training Organisation.

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special notes:

- 1 All performance must comply with:
any agency procedures, CIMS principles, ethical codes, standards, and cultural requirements of the organisations involved; and any relevant legislative requirements including but not limited to the – Civil Defence Emergency Management Act 2002, Conservation Act 1987, Fire Service Act 1975, Forest and Rural Fires Act 1977, Local Government Act 2002, Police Act 1958, Health and Safety in Employment Act 1992, Hazardous Substances and New Organisms Act 1996, and Maritime Transport Act 1994.
- 2 Primary references for this unit standard are approved training resources endorsed by the National Joint Agency CIMS Steering Committee. These references are available from the Fire and Rescue Services Industry Training Organisation, PO Box 11988, Wellington.
- 3 Definitions
An *incident* is a disruption, accidentally or deliberately caused, which requires a response from one or more agencies.
An *event* is an incident or a planned activity that occurs in a particular place during a particular interval of time.
An *emergency* is an event, actual or imminent, which endangers or threatens to endanger life, property, or the environment, and which requires a significant and coordinated response.
Agency procedures refer to written agency requirements for responding to, and taking action at, emergencies.
The *coordinated incident management system (CIMS)* is a structure established to systematically manage emergency incidents.
The *incident action plan (IAP)* is a statement of the objectives, strategies, and critical functions to be taken at an incident.

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Elements and Performance Criteria

element 1

Describe the interrelated functions of the CIMS model.

performance criteria

- 1.1 Components and generic functions of CIMS are described in accordance with primary references.
- Range: incident controller, planning/intelligence manager, operations manager, logistics manager.
- 1.2 Incident action planning terms and definitions are described in accordance with primary references.
- Range: mission, aim, objectives, tasks, strategies.
- 1.3 Specific activities that major participating emergency services have in CIMS are identified across lead agency responsibilities in accordance with primary references.
- Range: any five agencies from – ambulance service, Ministry of Civil Defence & Emergency Management, the Department of Conservation, district health board, fire service, local government, Maritime New Zealand, New Zealand Customs Service, Ministry of Fisheries, Ministry of Agriculture and Forestry, Ministry of Health, New Zealand Defence Force, Police, primary health organisation, Rural Fire Authority.

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element 2

Describe the incident controller's responsibilities at an incident.

performance criteria

- 2.1 Incident management responsibilities are described in terms of the role of coordinating and controlling responses at emergency incidents and in accordance with primary references.
- Range: safety, lead agency procedures, planning, authority, accountability, appointing IMT staff, organising, leading, controlling, delegating, briefing, reporting.
- 2.2 The difference between incident command and incident control is identified in terms of single-agency and multi-agency CIMS.
- 2.3 Expanded incident control structures are identified in terms of reporting hierarchies in accordance with primary references.
- Range: planning/intelligence manager, operations manager, logistics manager, information officer, safety officer, liaison officer.
- 2.4 Incident control priorities are described in terms of incident control expansion requirements and in accordance with primary references.
- Range: safety, incident stability, resources, lead agency procedures.

element 3

Describe the operations manager's role and function at an incident.

performance criteria

- 3.1 Description of the operations manager's role in relation to the incident action planning process is in accordance with primary references.

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3.2 Description of the operations manager's function in relation to resource management is in accordance with the incident action plan (IAP).

Range: safety, authority, accountability, organising, controlling, delegating, briefing, reporting.

element 4

Describe the planning/intelligence manager's role and function at an incident.

performance criteria

4.1 Description of the planning/intelligence manager's responsibilities and input into the incident action planning process is in accordance with primary references.

Range: incident objective, development of the IAP, plan format, planning meetings, IMT briefings, incident planning cycle, time-lines, lead agency procedures.

4.2 Description of how resources for the planning/intelligence manager's function are identified and managed in response to the incident is in accordance with the IAP.

Range: incident strategies, planning/intelligence support units, information collection, processing, recording.

element 5

Describe the logistics manager's role and function at an incident.

performance criteria

5.1 Description of the logistics manager's role in relation to the incident action planning process is in accordance with primary references.

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- 5.2 Description of the logistics manager's function in relation to resource management is in accordance with primary references.
- Range: incident strategy or strategies, logistics support units, information collecting, information processing, information recording.
- 5.3 Description of the logistics manager's role in implementation of the IAP is in accordance with primary references.
- Range: logistics, tasking, planning meetings, IMT briefings.

Comments on this unit standard

Please contact Fire and Rescue Services Industry Training info@frsito.org.nz if you wish to suggest changes to the content of this unit standard.

Please Note

Providers must be accredited by the Qualifications Authority or a delegated inter-institutional body before they can register credits from assessment against unit standards or deliver courses of study leading to that assessment.

Industry Training Organisations must be accredited by the Qualifications Authority before they can register credits from assessment against unit standards.

Accredited providers and Industry Training Organisations assessing against unit standards must engage with the moderation system that applies to those standards.

Accreditation requirements and an outline of the moderation system that applies to this standard are outlined in the Accreditation and Moderation Action Plan (AMAP). The AMAP also includes useful information about special requirements for providers wishing to develop education and training programmes, such as minimum qualifications for tutors and assessors, and special resource requirements.

This unit standard is covered by AMAP 0039 which can be accessed at <http://www.nzqa.govt.nz/site/framework/search.html>.