40717 Outline New Zealand's Coordinated Incident Management System (CIMS)

Kaupae | Level	3
Whiwhinga | Credit	2
Whāinga | Purpose	This skill standard is for people who will be part of an Incident Management Team (IMT) or Coordination Centre or those who will interact with an IMT or Coordination Centre and require a general understanding of how incident response is managed using New Zealand's Coordinated Incident Management System (CIMS) framework.
	People credited with this skill standard are able to outline CIMS principles, roles, structure and functions; and contribute to the establishment of situational awareness during an incident response.
	This skill standard can be used for assessment within programmes across the Emergency Management sector.

Hua o te ako me Paearu aromatawai | Learning outcomes and assessment criteria

Hua o te ako | Learning outcomes	Paearu aromatawai | Assessment criteria
1. Outline CIMS principles, structure and functions.	a. Identify the three principles of CIMS.
	b. Identify principles that underpin engagement with iwi Māori in response and recovery.
	c. Explain how the CIMS characteristics support multi-agency responses.
	d. Outline the roles of lead agencies and support agencies.
	e. Identify the differences between control, command and coordination.
	f. Identify the key responsibilities of the nine CIMS functions.
	g. Explain how the CIMS principle of 'flexibility' supports a response structure.
	h. Identify the Coordination Centre used at each response level.
	i. Describe incident management facilities relevant to your organisation's role and incident level.

Hua o te ako	Learning outcomes	Paearu aromatawai	Assessment criteria
2. Contribute to situational awareness during an incident response.	a. Explain how the relationship between CIMS roles or functions supports situational awareness during an incident response.
	b. Outline how external agencies contribute to situational awareness during an incident response.
	c. Contribute to situational awareness during an incident response.

Pārongo aromatawai me te taumata paearu | Assessment information and grade criteria

Assessment specifications:

- Assessment must comply with the latest version of the New Zealand Coordinated Incident Management System (CIMS).

- Assessment may occur in simulated conditions.

- Assessment criterion 2b includes common operating picture.

- Assessment criterion 2c may include the following tasks – provide situational update (function, unit, organisation or resource level), update status boards or logs, follow communication protocols, assist with basic mapping tasks.

Definition:

Common operating picture refers to a shared and consistent overview of a situation, continuously updated with evolving information from multiple sources, to support informed decision-making and coordinated action across all agencies involved in an emergency response.

Ngā momo whiwhinga | *Grades available*

Achieved.

Ihirangi waitohu | Indicative content

CIMS principles and roles

- Purpose of CIMS.

- When to use CIMS and who it is intended for.

- The principles of CIMS.

- Benefits of external engagement for communities, agencies, organisations, resources and relationships.

- Engaging with Iwi/Māori.

- CIMS characteristics.

- CIMS characteristics that support multi-agency response – legislative responsibilities of a multi-agency response.

CIMS structure and functions

- Command, control and coordination.

- Unified control.

- Lead agencies and support agencies – roles, functions and responsibilities.

- Establishing the incident management structure.

- Incident management facilities: assembly area, inner cordon, outer cordon, staging area, safe forward point and coordination centre.

- Response levels.

- Coordination centres at each response level.

- CIMS functions and responsibilities for each function.

Establishing situational awareness

- Definition of situational awareness.

- Relationship between situational awareness and a common operating picture.

- Effects of poor situational awareness on an incident response.

- Response documents and processes: action plan, situation report, briefings, status reports and handovers.

- Own role in establishing situation awareness: record and relay information, update status boards or logs, follow communication protocols, assist with basic mapping tasks.

- Provide situation update: may include incident, function, unit, organisation or resource level update.

Rauemi | Resources

Where the resources have been updated, please refer to the latest version.

- New Zealand Government. (2019). Coordinated Incident Management System (CIMS) (3rd ed.). https://www.civildefence.govt.nz/resources/coordinated-incident-management-system-cims-third-edition.

Pārongo Whakaū Kounga | Quality assurance information

Ngā rōpū whakatau-paerewa | Standard Setting Body	Toitū te Waiora Community, Health, Education, and Social Services Workforce Development Council
Whakaritenga Rārangi Paetae Aromatawai | DASS classification	Community and Social Services > Community and Workplace Fire and Emergency Management > Workplace Emergency Risk Management
Ko te tohutoro ki ngā Whakaritenga i te Whakamanatanga me te Whakaōritenga | CMR	0121

Hātepe	Process	Putanga	Version	Rā whakaputa	Review Date	Rā whakamutunga mō te aromatawai	Last date for assessment
Rēhitatanga	Registration	1	24 July 2025	N/A
Kōrero whakakapinga	Replacement information	This skill standard replaced unit standard 32158.		
Rā arotake	Planned review date	31 December 2030		

Please contact Toitū te Waiora Community, Health, Education, and Social Services Workforce Development Council at qualifications@toitutewaiora.nz to suggest changes to the content of this skill standard.