

40719 Use CIMS during a response

Kaupae Level	4
Whiwhinga Credit	3
Whāinga Purpose	<p>This skill standard is for people who work in an Incident Management Team or within a function of a coordination centre and require operational knowledge of New Zealand's Coordinated Incident Management System (CIMS) framework.</p> <p>People credited with this skill standard are able to establish situational awareness throughout a response; use the CIMS planning process; and conduct a handover briefing.</p> <p>This skill standard can be used for assessment within programmes across the Emergency Management sector.</p>
Whakaakoranga me mātua oti Pre-requisites	Skill Standard 40717, <i>Outline New Zealand's Coordinated Incident Management System (CIMS)</i> or demonstrate equivalent knowledge or skill.

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

Hua o te ako Learning outcomes	Paearu aromatawai Assessment criteria
1. Establish situational awareness throughout a response.	a. Assess and analyse diverse information sources to establish situational awareness and support planning efforts.
	b. Establish situational awareness using a format that meets audience needs.
2. Use the CIMS planning process.	a. Outline the steps of the Planning 'P'.
	b. Describe how CIMS functions contribute to the Action Plan.
	c. Contribute to an Action Plan as a member of an incident management team.
	d. Update an Action Plan as a member of an incident management team.

Hua o te ako Learning outcomes	Paearu aromatawai Assessment criteria
3. Conduct a handover briefing.	a. Identify when and why handover briefings are required in an incident.
	b. Produce a written handover for own role.
	c. Conduct a handover briefing.

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

Assessment specifications:

- Assessment must occur during a real or simulated response.
- It is recommended that assessment takes place in a multi-agency environment.
- Assessment must comply with the latest version the New Zealand Coordinated Incident Management System (CIMS).
- Assessment criterion 1a must include graphical, verbal and written sources.

Ngā momo whiwhinga | Grades available

Achieved.

Ihirangi waitohu | Indicative content

- Information sources to establish situational awareness: graphical, written and verbal.
- Initial and ongoing situational awareness as required by the dynamics of the situation.
- Impact of integrated information management and communications on the common operating picture.
- Situational awareness reporting including situation report and status report.
- Reporting appropriate for audience needs.
- The planning process.
- The Planning 'P' steps: initial understanding and mobilisation; establish/review planning objectives; develop the plan; prepare and disseminate the plan; and execute, evaluate and revise the plan.
- Action planning as an incident management team.
- Operational period and significance of this period in relation to the Action Plan process.
- When and why handover briefings are required in an incident.
- Handover briefings: staff/team member to staff/team member; function/team briefing (e.g. Intel function, IMT); or all-of staff.
- Planning for a briefing.
- Conducting a briefing.
- Controller's briefings: purpose and conventions or practices.

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 29554.		
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.