

40863**Develop an emergency management plan for the workplace**

Kaupae Level	6
Whiwhinga Credit	10
Whāinga Purpose	This skill standard is for managers or leaders who are required to develop and/or support the development of emergency management planning in the workplace. People credited with this skill standard are able to: establish the purpose, objectives and required roles for a workplace emergency management plan; consult with specialists to inform a workplace emergency management plan; develop a workplace emergency management plan; and prepare for organisational approval and integration of the emergency management plan in the workplace. This skill standard can be used for assessment within qualifications 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. Establish the purpose, objectives and required roles for a workplace emergency management plan.	a. Determine relevant legislative and regulatory requirements.
	b. Determine the purpose of a workplace emergency management plan in consultation with senior leadership.
	c. Outline the objectives of a workplace emergency management plan aligned to workplace conditions and recognised risk.
	d. Establish accountabilities and job roles for key implementation personnel.
2. Consult with specialists to inform a workplace emergency management plan.	a. Determine specialist advice required to inform critical aspects of emergency management planning.
	b. Consult with specialists, including relevant agencies, and record specialist advice received.
	c. Use specialist advice to establish emergency management planning deliverables.

Hua o te ako Learning outcomes	Paearu aromatawai Assessment criteria
3. Develop a workplace emergency management plan.	a. Identify risk/s to organisation.
	b. Apply specialist advice and risk minimisation to planning.
	c. Develop an action plan to minimise risk/s.
	d. Develop co-ordination, control and response structures to manage an organisation's response.
	e. Identify areas of compromise in the planning and develop solutions.
	f. Separate policy and procedure within the plan to ensure clear response procedures.
	g. Outline a process for evaluating the effectiveness of emergency management planning.
4. Prepare for organisational approval and integration of the emergency management plan in the workplace.	a. Verify a workplace emergency management plan with peer review for effectiveness and practical application.
	b. Outline the approval steps required by the senior management team.
	c. Outline steps for integration of the plan into wider organisational policy and procedural documents.
	d. Develop documentation to support implementation of the workplace emergency plan in the workplace.

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

Assessment specifications:

- Assessment for this skill standard may be conducted in a simulated emergency.
- Assessment criteria 3d – co-ordination, control and response structures are appropriate for the organisation.
- Learning outcome 3 – plan is written in accordance with organisational requirements and emergency management objectives.

Definitions:

- *Emergency response teams* are assembled to coordinate and control functions and response tasks to lessen the effect of emergencies that occur in a particular workplace.
- *Workplace emergency management plan* refers to the workplace document that contains emergency procedures to be applied in the event of an emergency. The plan may be referred to as a Crisis Management Plan, Emergency Plan, Emergency Response Plan or Business Continuity Plan and will include the building Evacuation Scheme or Procedure.

Ngā momo whiwhinga | Grades available

Achieved.

Ihirangi waitohu | Indicative content

- Purpose related to legal frameworks: Health and Safety at Work Act 2015 (HSWA) and associated regulations; Fire and Emergency New Zealand Act 2017; Fire and Emergency New Zealand (Fire Safety, Evacuation Procedures, and Evacuation Schemes) Regulations 2018; and Civil Defence Emergency Management Act 2002.
- Alignment of plan with organisational goals and objectives.
- Accountabilities for key personnel involved in implementing the workplace emergency plan and ensuring clarity in roles such as Incident Controllers and Emergency Wardens.
- Defining objectives tailored to workplace conditions and recognised risk such as natural disasters, hazardous substance incidents, pandemic and other emergencies.
- Determining the types of specialist input required such as fire safety, hazardous substances management, structural engineering assessments, cultural assessments, disability requirements.
- Engaging and consulting with relevant agencies to inform planning.
- Emergency management planning deliverables: protection systems and equipment, staff emergency response team training and resourcing, funding and financial accountabilities, compliance requirements, and inter-agency liaisons.
- Risk identification, action planning, response structures (aligned with CIMS framework) and evaluation processes (drills, simulations, and after-action reviews).
- Potential areas of compromise in planning with solutions, such as external support and emergency response teams.
- Developing supplementary materials to facilitate the integration and implementation of the emergency management plan, such as role cards, Trigger, Action, Response Plans (TARPs), aide memoirs, notices, training manuals, quick-reference guides, and communication plans.

Rauemi | Resources

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

- Civil Defence and Emergency Management Act 2002.
<https://www.legislation.govt.nz/act/public/2002/0033/latest/whole.html>.
- Fire and Emergency New Zealand Act 2017.
<https://www.legislation.govt.nz/act/public/2017/0017/latest/whole.html>.
- Fire and Emergency New Zealand (Fire Safety, Evacuation Procedures, and Evacuation Schemes) Regulations 2018.
<https://www.legislation.govt.nz/regulation/public/2018/0096/latest/whole.html>.

- Health and Safety at Work Act 2015. <https://www.legislation.govt.nz/act/public/2015/0070/latest/DLM5976660.html>.
- National Emergency Management Agency. (2024). *Coordinated Incident Management System (CIMS) third edition*. <https://www.civildefence.govt.nz/resources/coordinated-incident-management-system-cims-third-edition>.
- National Emergency Management Agency. (2021). *CIMS role cards*. <https://www.civildefence.govt.nz/resources/news-and-events/news-and-events/cims-3rd-edition-role-cards-now-available>.
- National Emergency Management Agency. (n.d.). *Local civil defence groups*. <https://www.civildefence.govt.nz/find-your-civil-defence-group>.
- New Zealand Government. (2025). *In an emergency*. <https://nzsl.getready.govt.nz/emergency>.
- New Zealand Government. (2025). What to do in an emergency. <https://er.getready.govt.nz/emergency>.
- Worksafe. (2017.). *Health and Safety at Work Act 2015*. <https://www.worksafe.govt.nz/laws-and-regulations/acts/hswa/>.
- Worksafe. (2024). *Regulations at a glance*. <https://www.worksafe.govt.nz/laws-and-regulations/regulations/regulations-at-a-glance/>.

Pārongo Whakaū Kouna | 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	0024

Hātepe Process	Putanga Version	Rā whakaputa Review Date	Rā whakamutunga mō te aromatawai Last date for assessment
Rēhitatanga Registration	1	25 September 2025	N/A
Kōrero whakakapinga Replacement information	This skill standard replaced unit standard 16810.		
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.