

Title	Identify, prepare for, and take action in a workplace emergency		
Level	2	Credits	3

Purpose	<p>This unit standard is for people in the workplace required to take initial action to contain, control, and lessen the effects of a workplace emergency.</p> <p>People credited with this unit standard are able to:</p> <ul style="list-style-type: none"> - identify types of emergencies and prepare for potential emergencies that may interrupt workplace activities and/or routines; - take immediate action in the workplace to contain the effect of an emergency; and - assist in the evacuation of people from danger in a workplace emergency.
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Classification	Community and Workplace Fire and Emergency Management > Workplace Fire and Emergency Response
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Available grade	Achieved
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Guidance Information

- 1 Legislation relevant to this unit standard includes:
Fire and Emergency New Zealand (Fire Safety, Evacuation Procedures, and Evacuation Schemes) Regulations 2018,
Health and Safety at Work (Hazardous Substances) Regulations 2017,
Health and Safety at Work Act 2015, and
Building Act 2004.
- 2 Definitions

Emergencies refer to situations or events where an organisation or workplace takes immediate action to protect people and property that are at risk, where this action does not form part of their normal business activity. Emergencies may include but are not limited to – fire, flood, storm, earthquake, tsunami, volcanic activity, hazardous substance emergency, bomb threat, subversive action, war, civil unrest, or a combination thereof.

Emergency equipment refers to workplace equipment that is specifically designed and placed for the purpose of being used to control or contain an emergency. Emergency equipment may include – identifying clothing, fire extinguishers, fire hose reels, ropes, stretchers, first aid kits, and blankets.

Emergency procedures refer to the actions to be taken in the event of an emergency as stated in the Workplace Emergency Management Plan.

Identifying clothing refers to the clothing that is worn by a workplace emergency warden and may include – hat, armband, jerkin, or other distinguishing clothing. Identifying clothing forms part of workplace emergency equipment.

Workplace Emergency Management Plan refers to the document that contains emergency procedures to be conducted in the event of an emergency. The plan may be referred to as a Disaster Management Plan, Emergency Plan, or Business Continuity Plan and will include the building Evacuation Scheme or Procedure.

- 3 Candidates should be assessed in the type of emergency most likely to be experienced in their own workplace and/or community, and assessment may be conducted in a simulated emergency.

Outcomes and performance criteria

Outcome 1

Identify types of emergencies and prepare for potential emergencies that may interrupt workplace activities and/or routines.

Performance criteria

- 1.1 Types of emergencies that could occur are identified in terms of their effect on the workplace.
- Range effects on the workplace may include but is not limited to – disruption of normal workplace activities, shut down of the business, evacuation, minor disruption, reallocation of resources.
- 1.2 The location of the Workplace Emergency Management Plan and the emergency procedures to be taken in the event of an emergency are identified.
- 1.3 Emergency equipment and identifying clothing are located and described according to their specific uses.

Outcome 2

Take immediate action in the workplace to contain the effect of an emergency.

Performance criteria

- 2.1 Emergency procedures are enacted on the discovery of an emergency or potential emergency in accordance with the requirements of the Workplace Emergency Management Plan.
- 2.2 People are removed as safely as possible from the immediate danger.
- 2.3 Emergency events are reported in accordance with the Workplace Emergency Management Plan.

Outcome 3

Assist in the evacuation of people from danger in a workplace emergency.

Performance criteria

3.1 Assistance is given to control the ordered evacuation from areas of danger or risk.

Range may include but is not limited to – on awareness of alarm, when instructed by a supervisor, when instructed by attending emergency services.

3.2 People are assisted during evacuation in accordance with the emergency procedures.

3.3 People are moved to identified assembly areas in accordance with the emergency procedures.

3.4 People are accounted for in accordance with the emergency procedures.

Planned review date	31 December 2023
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Status information and last date for assessment for superseded versions

Process	Version	Date	Last Date for Assessment
Registration	1	19 October 1999	31 December 2013
Revision	2	22 March 2004	31 December 2013
Review	3	24 August 2006	31 December 2013
Review	4	17 November 2011	N/A
Revision and Rollover	5	30 September 2021	N/A

Consent and Moderation Requirements (CMR) reference	0039
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This CMR can be accessed at <http://www.nzqa.govt.nz/framework/search/index.do>.

Comments on this unit standard

Please contact The Skills Organisation reviewcomments@skills.org.nz if you wish to suggest changes to the content of this unit standard.