

<b>Title</b>	<b>Coordinate workplace emergency response team activities in an emergency</b>		
<b>Level</b>	<b>5</b>	<b>Credits</b>	<b>6</b>

<b>Purpose</b>	<p>This unit standard is for people in the workplace who are responsible for the coordination of workplace emergency team members. They may hold the position of Workplace Fire and Emergency Manager or a similar management position.</p> <p>People credited with this unit standard are able to:</p> <ul style="list-style-type: none"> <li>- respond to a workplace emergency and coordinate workplace emergency response team activities;</li> <li>- implement hazard management for the workplace emergency response team in an evolving emergency; and</li> <li>- supervise the well-being of workplace emergency team members during the emergency.</li> </ul>
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<b>Classification</b>	Community and Workplace Fire and Emergency Management > Workplace Fire and Emergency Response
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<b>Available grade</b>	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 Act 2015,  
Fire and Emergency New Zealand Act 2017, and  
Civil Defence Emergency Management Act 2002.
- 2 Definitions  

*Emergency* refers to a situation or event 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.

*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 For the purposes of assessment against this unit standard the candidate will be required to demonstrate performance in all tasks prior to and after the arrival of professional emergency services.
- 4 Assessment against this unit standard may be conducted in a simulated emergency. Candidates should be assessed in the types of emergencies most likely to be experienced in their own workplace and/or community.

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## **Outcomes and performance criteria**

### **Outcome 1**

Respond to a workplace emergency and coordinate workplace emergency response team activities.

#### **Performance criteria**

- 1.1 The nature and the location of an emergency is determined.
- 1.2 Emergency response team activities are coordinated as appropriate to the emergency equipment and emergency personnel available in accordance with the Workplace Emergency Management Plan.
- 1.3 Emergency response team activities are supervised to optimise control of the emergency situation.
- 1.4 The emergency situation is controlled and coordinated including allowing for possible escalation of the emergency conditions.
- 1.5 Control of the emergency is conducted in accordance with the Workplace Emergency Management Plan.

### **Outcome 2**

Implement hazard management for the workplace emergency response team in an evolving emergency.

#### **Performance criteria**

- 2.1 Hazards to the workplace emergency response team are identified and monitored during an emergency.
- 2.2 Actions are taken to eliminate, isolate, and minimise the hazards, risks, or effects of an emergency event.
- 2.3 Extraordinary effects and safety issues are reported in accordance with the Workplace Emergency Management Plan.

- 2.4 Personal protective equipment used is determined appropriate and utilised in accordance with emergency procedures.

### Outcome 3

Supervise the well-being of workplace emergency team members during the emergency.

### Performance criteria

- 3.1 The signs and symptoms of fatigue are identified in relationship to the activities of the workplace emergency team members.

Range duration, type of work.

- 3.2 Action is taken to manage fatigue of emergency team members.

- 3.3 Emergency equipment and improvised equipment is utilised to minimise the effects of the response activities on emergency team members.

<b>Planned review date</b>	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

<b>Consent and Moderation Requirements (CMR) reference</b>	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](mailto:reviewcomments@skills.org.nz) if you wish to suggest changes to the content of this unit standard.