

Title	Establish a workplace emergency response team		
Level	5	Credits	6

Purpose	<p>This unit standard is for people who are required to establish, prepare and confirm the preparedness of an emergency response team in a specified workplace.</p> <p>People credited with this unit standard are able to:</p> <ul style="list-style-type: none"> - establish a workplace emergency response team(s) for a specified workplace; - train workplace emergency response team(s) members to respond to workplace emergencies; and - conduct emergency simulation exercises for workplace emergency response team(s).
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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,
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 workplace 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 candidates 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 community.

Outcomes and performance criteria

Outcome 1

Establish a workplace emergency response team(s) for a specified workplace.

Performance criteria

- 1.1 The purpose, responsibilities and duties of an emergency response team(s) are identified in accordance with the Workplace Emergency Management Plan.
- 1.2 Emergency response team role is communicated throughout the workplace.
- 1.3 Liaison is established with outside emergency response agencies relevant to the known workplace hazard or risk factors.

Range may include but is not limited to – New Zealand Police, fire services, ambulance services, security agency, mutual aid agencies.

Outcome 2

Train workplace emergency response team(s) members to respond to workplace emergencies.

Performance criteria

- 2.1 Emergency response training is programmed and delivered in accordance with the objectives of the Workplace Emergency Management Plan.
- 2.2 Operational and training resources are established in support of workplace emergency response and training requirements.
- 2.3 Emergency response team members are trained in the use of workplace emergency equipment and emergency procedures.

Outcome 3

Conduct emergency simulation exercises for workplace emergency response team(s).

Performance criteria

- 3.1 Workplace emergency response preparedness and response activities are conducted with an emergency response team(s).
- 3.2 Exercises are conducted with outside emergency service agencies in accordance with the Workplace Emergency Management Plan.
- 3.3 Internal and external communication and liaison activities are established, conducted, and monitored throughout exercise activities.
- 3.4 Exercise debriefs and reviews are conducted in accordance with the Workplace Emergency Management Plan.

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.