

<b>Title</b>	<b>Manage the workplace emergency response to an emergency</b>		
<b>Level</b>	<b>5</b>	<b>Credits</b>	<b>7</b>

<b>Purpose</b>	<p>This unit standard is for people in the workplace who are responsible for the implementation of workplace emergency procedures.</p> <p>People credited with this unit standard are able to:</p> <ul style="list-style-type: none"> <li>- demonstrate knowledge of human behaviour and hazard characteristics during a workplace emergency;</li> <li>- manage activities in an emergency incident;</li> <li>- ensure emergency equipment is utilised in an emergency incident;</li> <li>- manage post-emergency recovery procedures for emergency resources; and</li> <li>- conduct debriefing and post-incident reporting.</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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<b>Prerequisites</b>	Unit 16803, <i>Coordinate workplace emergency response team activities in an emergency</i> , or demonstrate equivalent knowledge and skills.
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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  
*Best practice* refers to emergency services providers' instructions and guidelines, and/or manufacturers' instructions.  
*Emergency procedures* refer to the actions to be taken in the event of an emergency as stated in the Workplace Emergency Management Plan.  
*Emergency response teams* are assembled to take on specific coordinating and controlling tasks that lessen the effect of fire and other emergencies that occur in a particular workplace.

*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.

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## Outcomes and performance criteria

### Outcome 1

Demonstrate knowledge of human behaviour and hazard characteristics during a workplace emergency.

Range hazards may include but are not limited to – fire, smoke, gas leaks, floods, hazardous substances accidents.

### Performance criteria

1.1 The anticipated human behaviours are evaluated and response teams are advised accordingly.

1.2 The anticipated characteristics of workplace hazards are evaluated and response teams are advised accordingly.

1.3 Special hazards and their risks are identified and communicated to the emergency response team(s).

Range may include but is not limited to – mechanical, biological, chemical, electrical, thermal, explosive, structural, climatic, psychological, nuclear, security, information, animal and human.

### Outcome 2

Manage activities in an emergency incident.

### Performance criteria

2.1 Emergency response activities are conducted in accordance with emergency procedures.

2.2 The effectiveness of emergency procedures is monitored throughout an emergency incident.

Range may include but is not limited to – containment, control, escalation.

2.3 The use of emergency procedures is maximised in order to minimise impact of the emergency.

Range damage and/or disruption to workplace.

**Outcome 3**

Ensure emergency equipment is utilised in an emergency incident.

**Performance criteria**

- 3.1 Personal protective equipment and emergency response team equipment are used and maintained in accordance with best practice.
- 3.2 The performance of emergency equipment is optimised through safe handling and monitoring of use in accordance with best practice.
- 3.3 Appropriate equipment is utilised according to the nature of incident conditions.

**Outcome 4**

Manage post-emergency recovery procedures for emergency resources.

**Performance criteria**

- 4.1 Emergency resources are replenished and/or re-commissioned following an emergency.
- 4.2 Emergency resource use are recorded and reported in accordance with emergency procedures.

**Outcome 5**

Conduct debriefing and post-incident reporting.

**Performance criteria**

- 5.1 Emergency team members are debriefed post incident.
- 5.2 Post-incident recording and reporting is completed and meets organisational requirements.

<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

Process	Version	Date	Last Date for Assessment
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>.

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### 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.