

Title	Develop a Workplace Emergency Management Plan		
Level	6	Credits	10

Purpose	<p>People credited with this unit standard are able to:</p> <ul style="list-style-type: none"> - develop the purpose, strategies, and goals for organisational workplace emergency management planning; - establish workplace emergency management planning focus group(s) and enlist specialist advice; - establish critical success factors and identify risks in workplace emergency management planning; - write a Workplace Emergency Management Plan; and - present the Workplace Emergency Management Plan for organisational approval and manage its integration with policy and planning.
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Classification	Community and Workplace Fire and Emergency Management > Workplace Emergency Risk Management
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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 Act 2015,
Fire and Emergency New Zealand Act 2017, and
Civil Defence Emergency Management Act 2002.
- 2 Definitions
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 to 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.

Outcomes and performance criteria

Outcome 1

Develop the purpose, strategies, and goals for organisational workplace emergency management planning.

Performance criteria

- 1.1 The mission, vision, and purpose for workplace emergency management planning initiatives are developed in consultation with the senior management group.
- 1.2 The strategies, goals, and objectives are developed in accordance with workplace conditions and recognised emergency risk management elements.
- 1.3 Accountabilities and job roles for key implementation personnel are established.

Outcome 2

Establish workplace emergency management planning focus group(s) and enlist specialist advice.

Performance criteria

- 2.1 Planning focus group(s) is established to produce a Workplace Emergency Management Plan and subsequent procedures.
- 2.2 Special advice on critical aspects of emergency management compliance is enlisted and incorporated into planning.
- 2.3 Emergency management planning deliverables are developed through the integrated management of the focus group(s) and specialists.

Range deliverables may include but are not limited to – protection systems and equipment, staff emergency response team training and resourcing, funding and financial accountabilities, compliance requirements, inter-agency liaisons.

Outcome 3

Establish critical success factors and identify risks in workplace emergency management planning.

Performance criteria

- 3.1 Critical success factors in the provision of emergency management planning are established and incorporated into the planning.
- 3.2 Risk indicators to monitor the effectiveness of planning objectives are developed and incorporated in the planning.

- 3.3 Planning performance is reviewed using recognised instruments or methodologies.

Outcome 4

Write a Workplace Emergency Management Plan.

Performance criteria

- 4.1 The planning, consulting and risk factors identified are used to write the Workplace Emergency Management Plan in accordance with organisational documentation formatting and management procedures.
- 4.2 Separation is made between policy and procedure in the plan.
- 4.3 Emergency notices or aide-memoirs are developed to be consistent with the plan.
- 4.4 The Workplace Emergency Management Plan is reviewed for correctness and accuracy.

Outcome 5

Present the Workplace Emergency Management Plan for organisational approval and manage its integration with policy and planning.

Performance criteria

- 5.1 Areas of compromise in the planning are established and monitored in order to mitigate loss of confidence in planning initiatives.
- 5.2 The senior management team are consulted to ensure the Workplace Emergency Management Plan has its support and approval.
- 5.3 The Workplace Emergency Management Plan is integrated into wider organisational policy and procedural documents.
- 5.4 Integration of the Workplace Emergency Management Plan with policy and procedures is managed throughout the wider organisation.

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

Process	Version	Date	Last Date for Assessment
Review	4	17 November 2011	N/A
Revision and Rollover	5	30 September 2021	N/A

Consent and Moderation Requirements (CMR) reference

0039

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.