

Title	Describe the roles and functions of a CIMS Incident Management Team (IMT) at an incident		
Level	4	Credits	4

Purpose	People credited with this unit standard are able to describe: the interrelated functions of the coordinated incident management system (CIMS) model; the incident controller's responsibilities at an incident; and the role and function of the operations manager, the planning/intelligence manager, and the logistics manager at an incident.
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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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Entry information	
Critical health and safety prerequisites	Unit 17279, <i>Demonstrate knowledge of the coordinated incident management system (CIMS)</i> , or demonstrate equivalent knowledge and skills.

Explanatory notes

- 1 All performance must comply with: any agency procedures, CIMS principles, ethical codes, standards, and cultural requirements of the organisations involved; and any relevant legislative requirements including but not limited to the – Civil Defence Emergency Management Act 2002, Conservation Act 1987, Fire Service Act 1975, Forest and Rural Fires Act 1977, Local Government Act 2002, Policing Act 2008, Health and Safety at Work Act 2015, Hazardous Substances and New Organisms Act 1996, and Maritime Transport Act 1994.
- 2 Primary references for this unit standard are approved training resources endorsed by the National Joint Agency CIMS Steering Committee. Contact The Skills Organisation, www.skills.org.nz
- 3 Definitions
An *incident* is a disruption, accidentally or deliberately caused, which requires a response from one or more agency.
An *event* is an incident or a planned activity that occurs in a particular place during a particular interval of time.

An *emergency* is an event, actual or imminent, which endangers or threatens to endanger life, property, or the environment, and which requires a significant and coordinated response.

Agency procedures refer to written agency requirements for responding to, and taking action at, emergencies.

The *coordinated incident management system (CIMS)* is a structure established to systematically manage emergency incidents.

The *incident action plan (IAP)* is a statement of the objectives, strategies, and critical functions to be taken at an incident.

Outcomes and evidence requirements

Outcome 1

Describe the interrelated functions of the CIMS model.

Evidence requirements

- 1.1 Components and generic functions of CIMS are described in accordance with primary references.
- Range incident controller, planning/intelligence manager, operations manager, logistics manager.
- 1.2 Incident action planning terms and definitions are described in accordance with primary references.
- Range mission, aim, objectives, tasks, strategies.
- 1.3 Specific activities that major participating emergency services have in CIMS are identified across lead agency responsibilities in accordance with primary references.
- Range any five agencies from – ambulance service, Ministry of Civil Defence & Emergency Management, the Department of Conservation, district health board, fire service, local government, Maritime New Zealand, New Zealand Customs Service, Ministry of Fisheries, Ministry of Agriculture and Forestry, Ministry of Health, New Zealand Defence Force, Police, primary health organisation, Rural Fire Authority.

Outcome 2

Describe the incident controller's responsibilities at an incident.

Evidence requirements

2.1 Incident management responsibilities are described in terms of the role of coordinating and controlling responses at emergency incidents and in accordance with primary references.

Range safety, lead agency procedures, planning, authority, accountability, appointing IMT staff, organising, leading, controlling, delegating, briefing, reporting.

2.2 The difference between incident command and incident control is identified in terms of single-agency and multi-agency CIMS.

2.3 Expanded incident control structures are identified in terms of reporting hierarchies in accordance with primary references.

Range planning/intelligence manager, operations manager, logistics manager, information officer, safety officer, liaison officer.

2.4 Incident control priorities are described in terms of incident control expansion requirements and in accordance with primary references.

Range safety, incident stability, resources, lead agency procedures.

Outcome 3

Describe the operations manager's role and function at an incident.

Evidence requirements

3.1 Description of the operations manager's role in relation to the incident action planning process is in accordance with primary references.

3.2 Description of the operations manager's function in relation to resource management is in accordance with the incident action plan (IAP).

Range safety, authority, accountability, organising, controlling, delegating, briefing, reporting.

Outcome 4

Describe the planning/intelligence manager's role and function at an incident.

Evidence requirements

4.1 Description of the planning/intelligence manager's responsibilities and input into the incident action planning process is in accordance with primary references.

Range incident objective, development of the IAP, plan format, planning meetings, IMT briefings, incident planning cycle, time-lines, lead agency procedures.

4.2 Description of how resources for the planning/intelligence manager's function are identified and managed in response to the incident is in accordance with the IAP.

Range incident strategies, planning/intelligence support units, information collection, processing, recording.

Outcome 5

Describe the logistics manager's role and function at an incident.

Evidence requirements

5.1 Description of the logistics manager's role in relation to the incident action planning process is in accordance with primary references.

5.2 Description of the logistics manager's function in relation to resource management is in accordance with primary references.

Range incident strategy or strategies, logistics support units, information collecting, information processing, information recording.

5.3 Description of the logistics manager's role in implementation of the IAP is in accordance with primary references.

Range logistics, tasking, planning meetings, IMT briefings.

Replacement information	This unit standard has been replaced by unit standards 29553 and 29554.
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This unit standard is expiring. Assessment against the standard must take place by the last date for assessment set out below.

Status information and last date for assessment for superseded versions

Process	Version	Date	Last Date for Assessment
Registration	1	24 January 2006	31 December 2012
Rollover and Revision	2	18 February 2011	31 December 2020
Review	3	21 July 2016	31 December 2020

Consent and Moderation Requirements (CMR) reference

0039

This CMR can be accessed at <http://www.nzqa.govt.nz/framework/search/index.do>.

Please note

Providers must be granted consent to assess against standards (accredited) by NZQA, or an inter-institutional body with delegated authority for quality assurance, before they can report credits from assessment against unit standards or deliver courses of study leading to that assessment.

Industry Training Organisations must be granted consent to assess against standards by NZQA before they can register credits from assessment against unit standards.

Providers and Industry Training Organisations, which have been granted consent and which are assessing against unit standards must engage with the moderation system that applies to those standards.

Consent requirements and an outline of the moderation system that applies to this standard are outlined in the Accreditation and Moderation Action Plan (AMAP). The AMAP also includes useful information about special requirements for organisations wishing to develop education and training programmes, such as minimum qualifications for tutors and assessors, and special resource requirements.

This unit standard is expiring