

Title	Perform the planning/intelligence function in an Incident Management Team (IMT)		
Level	5	Credits	10

Purpose	People credited with this unit standard are able to: plan the intelligence response and prepare an initial situation report for an incident; implement incident action planning process at an incident; maintain an incident action plan (IAP); manage the planning/intelligence units in response to the incident requirements; and develop and implement the demobilisation plan for the conclusion of 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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Prerequisites	Unit 22445, <i>Describe the roles and functions of a CIMS Incident Management Team (IMT) at an incident</i> , or demonstrate equivalent knowledge and skills.
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Guidance Information

- 1 All performance must comply with:
any agency procedures, coordinated incident management system (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 in Employment Act 1992, 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. These references are available at <https://www.civildefence.govt.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.

- 4 Evidence for this unit standard can be from an actual event and/or from a simulated incident response.
- 5 Credit for this unit standard does not in itself qualify an individual to hold the appointment of a planning/intelligence manager at an incident. An organisation and/or agency may require an individual to display additional competencies and/or hold another qualification or qualifications in order to undertake the role.

Outcomes and performance criteria

Outcome 1

Plan the intelligence response and prepare an initial situation report for an incident.

Performance criteria

- 1.1 Information needs and sources are identified according to the nature of the incident.
- 1.2 Information is gathered and collated in a form suitable for analysis, interpretation, and dissemination.
- 1.3 Situation reports are drafted in accordance with the nature of the incident.

Outcome 2

Implement incident action planning process at an incident.

Performance criteria

- 2.1 Briefing of planning/intelligence unit leaders on incident objectives and tasking is in accordance with the incident controller's instructions.
- 2.2 IMT meetings are scheduled and conducted in accordance with the incident controller's instructions.
- 2.3 Development of IAP is in accordance with the incident controller's objectives.

Range analysis of current incident situation, IMT's strategy or strategies, predicted incident development, required resources, available resources, specialist advice if required.
- 2.4 Alternative strategies are developed in accordance with intelligence from the IMT.

- 2.5 IAP includes a forecast of incident behaviour in accordance with available intelligence and specialist advice if required.
- 2.6 IAP records the allocation of resources in accordance with CIMS systems and processes.
- 2.7 Prepared IAP is disseminated in accordance with incident requirements.
- 2.8 Briefing on the IAP to the IMT is carried out in accordance with the IMT's incident briefing requirements.

Outcome 3

Maintain an IAP.

Performance criteria

- 3.1 IAP is maintained in accordance with the current and predicted incident situation and in accordance with the IMT briefing time schedules.
 - Range may include but is not limited to – weather reports, situation reports, specialist advice, predicted incident development.
- 3.2 Records for deployment and status of resources are maintained in accordance with CIMS.
 - Range may include but is not limited to – T-card system, applicable forms, resource sheets, time sheets.
- 3.3 Information service is maintained in accordance with CIMS and lead agency procedures.
 - Range information form may include but is not limited to – reports, briefings, electronic products; information provision – stakeholders, the media, departments/agencies, the general public.
- 3.4 Briefing is prepared for a shift change of the planning/intelligence section in accordance with incident requirements.

Outcome 4

Manage the planning/intelligence units in response to the incident requirements.

Performance criteria

- 4.1 Planning/intelligence units are identified and established in accordance with CIMS.

- 4.2 Units are directed to undertake tasks in accordance with the incident requirements.
- Range incident objectives, situation, resources, management support, intelligence/information, technical advice, advanced planning.
- 4.3 Units are directed to undertake tasks in accordance with the IAP and the developing incident.
- 4.4 Units are supported with appropriate resources to enable them to carry out allocated tasks.

Outcome 5

Develop and implement the demobilisation plan for the conclusion of an incident.

Performance criteria

- 5.1 Demobilisation plan is developed and implemented in accordance with the incident controller's instructions.
- Range resource relocation, any relevant recovery plans.
- 5.2 Documentation is completed in accordance with CIMS.
- Range may include but is not limited to – situation reports, IAPs, briefing notes, log books, technical advice, IMT reports (e.g. media), T-cards, resource sheets, time-sheets.
- 5.3 Briefing on the demobilisation plan is carried out for the IMT in accordance with the incident controller's instructions.
- 5.4 Demobilisation plan is implemented for units within the planning/intelligence group in accordance with the IAP.
- 5.5 Reports and debrief process and procedures are implemented in accordance with agency procedures and CIMS.

Replacement information	This unit standard was replaced by unit standard 32159, unit standard 32160, unit standard 32161, and unit standard 32162.
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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 2021
Rollover and Revision	2	18 February 2011	31 December 2021
Review	3	26 November 2020	31 December 2021

Consent and Moderation Requirements (CMR) reference

0039

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

This unit standard is expiring