

Title	Perform the operations management function in an Incident Management Team (IMT)		
Level	5	Credits	10

Purpose	People credited with this unit standard are able to: plan the operations tactical response for an incident; communicate objectives and allocate tasks in accordance with the incident action plan (IAP); manage and supervise operations at an incident; and manage post-response activities.
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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 an operations 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 operations tactical response for an incident.

Performance criteria

- 1.1 Operations manager's participation and input to the incident and the IAP is in accordance with CIMS.
- 1.2 Operational tasks are developed and are in accordance with the IAP.

Range	includes but is not limited to – situation report, known hazards, resources allocated, resources available, topography and other features of the incident ground and surrounding area, lead agency procedures, pre-identified incident behaviour, weather influences, communications capability, sector assignments, required timeframe.
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- 1.3 Resource requirements are verified in accordance with the incident objectives and strategies.
- 1.4 Sector control plans are developed in terms of delegated tasks, responsibilities and resources, and are in accordance with the IAP.

Outcome 2

Communicate objectives and allocate tasks in accordance with the IAP.

Performance criteria

- 2.1 IAP briefings are conducted in accordance with CIMS.
- 2.2 Operational tasks are allocated in accordance with the sector assignments of the IAP.

Range	geographical, functional.
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- 2.3 Allocated operational tasks are within the capability of the sector, are achievable within the required timeframes, and are supported with resources.

Outcome 3

Manage and supervise operations at an incident.

Performance criteria

- 3.1 Support functions are identified and managed in accordance with the IAP.
 Range assembly area, staging area, safe forward point, cordons.
- 3.2 Performance is monitored against the IAP, and corrective action is taken to maintain performance.
 Range assigned tasks, required timeframes.
- 3.3 Reports to the IMT are in accordance with primary references.
 Range progress of operations, possible future developments, critical issues, resource requirements, resource reassignment and/or release, timeliness.
- 3.4 Operations log is maintained in accordance with agency procedures.
 Range operational activities, issues, decisions, time of events.

Outcome 4

Manage post-response activities.

Performance criteria

- 4.1 Demobilisation is implemented in accordance with the IAP.
- 4.2 Reports and debrief process and procedures are implemented in accordance with agency procedures and CIMS.
- 4.3 Operational effectiveness is evaluated, and any recommendations for changes to policies or procedures are documented.

Replacement information	This unit standard was replaced by unit standard 32163 and unit standard 32164.
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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>.