Title	Manage an Incident Management Team (IMT) response		
Level	6	Credits	15

Purpose	People credited with this unit standard are able to: - conduct an assessment of the incident; - establish an IMT and control systems in response to the nature of the incident; - initiate and approve an incident action plan (IAP); - manage an IMT; and - manage post-incident activities.

Classification	Community and Workplace Fire and Emergency Management > Workplace Emergency Risk Management

Available grade	Achieved

Guidance Information

1   Definitions
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.
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.
An *event* is an incident or a planned activity that occurs in a particular place during a particular interval of time.
An *incident* is a disruption, accidentally or deliberately caused, which requires a response from one or more agency.
The *incident action plan (IAP)* is a statement of the objectives, strategies, and critical functions to be taken at an incident.

2   Evidence for this unit standard can be from an actual event and/or from a simulated incident response.

3   Credit for this unit standard does not in itself qualify an individual to hold the appointment to manage an Incident Management Team. 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

Conduct an assessment of the incident.

Performance criteria

1.1 Initial assessment of the situation and the nature of the incident are identified.

1.2 Assessment of the situation and the authority responsible for the management of the incident are identified.

1.3 Factors likely to impact on the response are assessed in accordance with CIMS principles.

1.4 Resources required for response operations are identified in accordance with CIMS principles.

1.5 Constraints that may impede the response are identified in accordance with CIMS principles.

1.6 Initial response options are identified and assessed in accordance with CIMS principles.

Outcome 2

Establish an IMT and control systems in response to the nature of the incident.

Performance criteria

2.1 Control and coordination are established in accordance with CIMS principles, designated lead agency procedures, and legislation applicable to the situation.

2.2 IMT is established in accordance with the size and complexity of the incident and in accordance with CIMS.

2.3 Communication systems and procedures are established in accordance with CIMS to facilitate functions of the IMT.

2.4 Control systems are established appropriate to the size and complexity of the incident and in accordance with CIMS.

Range   finance, information flows, reporting mechanism, liaison, human resources, physical resources, communications.

Outcome 3

Initiate and approve an IAP.

Performance criteria

3.1   Intelligence gathering, logistical support, and planning processes are initiated appropriate to the nature and complexity of the incident and in accordance with CIMS.

3.2   Approval of IAP in accordance with the lead agency procedures and CIMS are initiated.

       Range   objectives, strategies, tactics.

3.3   Role of the lead and supporting agencies are identified and directed in accordance with IAP.

3.4   The IAP is monitored and reviewed in accordance with the incident development and CIMS principles.

Outcome 4

Manage an IMT.

Performance criteria

4.1   Critical tasks are identified and allocated in accordance with the IAP.

4.2   Critical tasks are expressed in terms of expectations, time restraints, and resource requirements.

4.3   Critical tasks are revised in accordance with status reports and progress.

4.4   Changeovers are organised in accordance with CIMS.

4.5   Emergency conditions are monitored to ensure that the safety of responding personnel is maintained within acceptable risk levels in accordance with CIMS principles.

4.6   Safety of the public is maintained as a priority, in keeping with IAP objectives.

4.7   Reporting processes are carried out in accordance with agency procedures and CIMS.

       Range   situation reports, briefings, media statements, system reports.

Outcome 5

Manage post-incident activities.

Performance criteria

5.1   Transition arrangements for response and recovery activities are implemented in accordance with agency procedures and the demobilisation plan.

5.2   Demobilisation of the operational organisation is undertaken in accordance with agency procedures, any relevant recovery plans and the demobilisation plan.

5.3   Physical, human, and financial resources are accounted for in accordance with agency procedures and the IAP.

5.4   Reports and debrief process and procedures are implemented in accordance with agency procedures and CIMS.

Planned review date	31 December 2023

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	N/A
Revision and Rollover	3	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.