

Title	Conduct CDEM operational briefings and debriefings, and issue operational orders		
Level	4	Credits	3

Purpose	<p>This unit standard is intended for team leaders, section supervisors, or their deputies involved in civil defence emergency management (CDEM).</p> <p>People credited with this unit standard are able to: describe CDEM operational orders, briefings, and debriefings; conduct a CDEM operational briefing; issue CDEM operational orders; and conduct a CDEM operational debriefing.</p>
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Classification	Civil Defence > Civil Defence Operation
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Available grade	Achieved
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Explanatory notes

- 1 Definitions

Civil Defence Emergency Management (CDEM) means the application of knowledge, measures, and practices that are necessary or desirable for the safety of the public or property; are designed to guard against, prevent, reduce, or overcome any hazard or harm or loss that may be associated with any emergency; and includes, without limitation, the planning, organisation, co-ordination, and implementation of those measures, knowledge, and practices.

Organisation is an agency engaged in CDEM.

Section is a unit within an organisation’s CDEM structure having a particular purpose (eg welfare or rescue).
- 2 Performance of the outcomes in this unit standard must comply with the Civil Defence Emergency Management Act 2002, and Health and Safety in Employment Act 1992.
- 3 Assessment against this unit standard may be conducted in a simulated emergency.
- 4 The CDEM organisation’s requirements or standard operating procedures (SOPs) refer to policies and procedures on safety and operation set down by each CDEM service employer or agency or host organisation.

Outcomes and evidence requirements

Outcome 1

Describe CDEM operational orders, briefings, and debriefings.

Evidence requirements

- 1.1 Description of CDEM operational orders, briefings, and debriefings is in terms of the nature of the CDEM exercise.
- Range purpose, subject matter, timing, location, participants, methodology.
- 1.2 Description of CDEM operational orders, briefings, and debriefings is in terms of the roles and responsibilities of the personnel involved in the CDEM exercise.
- Range may include but is not limited to – team leader, team members, support services.
- 1.3 Description of CDEM operational orders, briefings, and debriefings procedures is in accordance with the organisation's SOPs.

Outcome 2

Conduct a CDEM operational briefing.

Evidence requirements

- 2.1 Planning and preparation for the operational briefing are in accordance with the organisation's SOPs.
- 2.2 Operational briefing is conducted in accordance with the action plan and the organisation's SOPs.
- 2.3 Reports are prepared and communicated in accordance with the organisation's SOPs.

Outcome 3

Issue CDEM operational orders.

Evidence requirements

- 3.1 CDEM operational orders are issued in accordance with the organisation's SOPs.

Outcome 4

Conduct a CDEM operational debriefing.

Evidence requirements

- 4.1 Planning and preparation of the debriefing are in accordance with the organisation's SOPs.
- Range must include but is not limited to – timeliness, location, incident information.
- 4.2 Operational debriefing is conducted in accordance with the organisation's SOPs.
- 4.3 CDEM operational debriefing addresses the outcome of the CDEM exercise.
- 4.4 Operational activity is evaluated and reviewed against the achieved outcomes and the desired outcomes as identified in the action plan.
- 4.5 Debriefing findings are summarised and reported in accordance with the organisation's SOPs.

Planned review date	31 August 2014
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Status information and last date for assessment for superseded versions

Process	Version	Date	Last Date for Assessment
Registration	1	23 April 2007	N/A
Rollover and Revision	2	18 July 2013	N/A

Consent and Moderation Requirements (CMR) reference	0223
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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, 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.

Requirements for consent to assess and an outline of the moderation system that applies to this standard are outlined in the Consent and Moderation Requirements (CMR). The CMR 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.

Comments on this unit standard

Please contact the Fire and Rescue Services Industry Training Organisation (EmQual) info@emqual.org.nz if you wish to suggest changes to the content of this unit standard.