

Title	Plan, coordinate, test, and report emergency responses in a prison		
Level	5	Credits	8

Purpose	People credited with this unit standard are able, in a prison, to: <ul style="list-style-type: none"> – plan and develop emergency response plans; – coordinate emergency responses; – test emergency responses; and – report and evaluate emergency responses.
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Classification	Offender Management > Prison Safety and Security
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Available grade	Achieved
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Guidance Information

- 1 This unit standard has been designed for learning and assessment on-job or through simulation, in a prison environment.
- 2 Legislation and standards relevant to this unit standard include but are not limited to:
 - Corrections Act 2004;
 - Corrections Regulations 2005;
 - Health and Safety at Work Act 2015;
 - Operational manual and code of conduct relating to the prison;
 - and any subsequent amendments and replacements.
- 3 Definitions
 - An *emergency response* refers to an emergency such as fire, earthquake (natural disaster), bomb threats, life threatening situations (prisoners/staff/visitors), escapes.
 - Organisational policies and procedures* refer to the formal policies and procedures for a specific prison site and its activities, and which are consistent with its lead organisation.

Outcomes and performance criteria

Outcome 1

Plan and develop emergency response plans in a prison.

Performance criteria

- 1.1 Specify all necessary procedures and resources in emergency response plans to achieve the required outcome and in accordance with organisational policies and procedures.
- Range safety of staff, prisoners, and visitors; allocation of resources; optimising safe and efficient use of equipment; communication protocols; external emergency services.
- 1.2 Plan and develop emergency response plans in a format agreed by the organisation, and define responses to different emergencies.
- 1.3 Make emergency response plans available for all personnel involved in implementing the plans within the scheduled time-frame, and in accordance with organisational policies and procedures.
- 1.4 Specify procedures in emergency response plans to ensure protection of evidence is maintained, and in accordance with organisational policies and procedures and statutory requirements.

Outcome 2

Coordinate emergency responses in a prison.

Performance criteria

- 2.1 Coordinate emergency responses in accordance with emergency response plans and to ensure staff, prisoners, and visitor safety is maintained at all times.
- 2.2 Identify and coordinate required external emergency services in accordance with emergency plans and organisational policies and procedures.
- Range emergency services may include but are not limited to – Police, Ambulance, Fire, Civil Defence, Armed Forces.
- 2.3 Keep communication channels open with all parties affected by the emergency, in accordance with organisational policies and procedures and emergency response plans.

Outcome 3

Test emergency responses in a prison.

Performance criteria

- 3.1 Carry out tests of emergency responses in accordance with emergency response plans, within time-frame, and in accordance with organisational policies and procedures.

- 3.2 Carry out tests within safety and environmental standards and in accordance with organisational policies and procedures.
- 3.3 Record, interpret, and action test results in accordance with organisational policies and procedures.

Outcome 4

Report and evaluate emergency responses in a prison.

Performance criteria

- 4.1 Report emergency response information in the required format, and file within scheduled time-frame in accordance with statutory requirements and organisational policies and procedures.
- 4.2 Provide factual and constructive feedback on emergency responses to individuals within the required timeframe and format in accordance with organisational policies and procedures.
- 4.3 Hold emergency response debriefings in accordance with organisational policies and procedures.
- 4.4 Identify areas for improvement in emergency responses and take actions to remedy improvement areas in accordance with organisational policies and procedures and within the required timeframe.

Planned review date	31 December 2021
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Status information and last date for assessment for superseded versions

Process	Version	Date	Last Date for Assessment
Registration	1	18 July 2008	31 December 2019
Rollover and Revision	2	19 March 2010	31 December 2019
Review	3	15 September 2016	N/A
Revision	4	25 July 2019	N/A

Consent and Moderation Requirements (CMR) reference	0121
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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.