

<b>Title</b>	<b>Demonstrate knowledge of CIMS related roles and Action Plan process in an incident</b>		
<b>Level</b>	<b>4</b>	<b>Credits</b>	<b>2</b>

<b>Purpose</b>	<p>This unit standard is for people whose role requires an operational knowledge of the Coordinated Incident Management System (CIMS) framework.</p> <p>People credited with this unit standard are able to:</p> <ul style="list-style-type: none"> <li>– demonstrate knowledge of the interrelated functions of the CIMS model in an incident;</li> <li>– demonstrate knowledge of Control function responsibilities in an incident;</li> <li>– describe other Incident Management Team (IMT) function manager roles in an incident; and</li> <li>– demonstrate knowledge of the Action Plan process in an incident.</li> </ul>
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<b>Classification</b>	Community and Workplace Fire and Emergency Management > Workplace Emergency Risk Management
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<b>Available grade</b>	Achieved
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<b>Entry information</b>	
<b>Critical health and safety prerequisites</b>	Unit 17279, <i>Demonstrate knowledge of the coordinated incident management system (CIMS)</i> , or demonstrate equivalent knowledge and skills.

**Explanatory notes**

- 1 All performance must comply with:  
CIMS principles, and ethical codes, standards, and cultural requirements of the organisations involved;  
relevant legislative requirements which may include but are not limited to the:  
Biosecurity Act 1993;  
Civil Defence Emergency Management Act 2002;  
Defence Act 1990;  
Epidemic Preparedness Act 2002;  
Fire Service Act 1975;  
Forest and Rural Fires Act 1977;  
Hazardous Substances and New Organisms Act 1996;  
Health Act 1956;

Health and Safety at Work Act 2015;  
 Local Government Act 2002;  
 Maritime Transport Act 1994;  
 Policing Act 2008;  
 Resource Management Act 1994;  
 Terrorism Suppression Act 2002;  
 and any subsequent amendments and replacements.

- 2 The primary reference for this unit standard, the *New Zealand Coordinated Incident Management System (CIMS) 2<sup>nd</sup> edition*, can be found at the following link:  
<http://www.civildefence.govt.nz/assets/Uploads/publications/CIMS-2nd-edition.pdf>.

3 Definitions

*Action Plan* is as defined in the primary reference. It reads 'A document that describes how the response will be managed and how response agencies will integrate their activities to achieve the response objectives. It is owned by the Controller, and developed by Planning with participation of all the functions and agencies activated'. Agency procedures refer to written agency requirements for responding to, and taking action at, incidents.

The *Coordinated Incident Management System (CIMS)* is a proactive incident management framework that systematically manages incidents regardless of size, hazard, and complexity.

An *incident* is an occurrence that needs a response from one or more agencies. It may or may not be an emergency.

## Outcomes and evidence requirements

### Outcome 1

Demonstrate knowledge of the interrelated functions of the CIMS model in an incident.

### Evidence requirements

- 1.1 Describe functions of CIMS and their interrelatedness in accordance with the primary reference.

Range incident management team (IMT) functions, governance;  
 three sub-functions each for three IMT functions.

- 1.2 Identify specific roles and responsibilities that own agency has in CIMS in an incident in accordance with the primary reference and agency procedures.

Range may include but is not limited to – legislated responsibility, national or local agreements.

- 1.3 Identify specific roles and responsibilities that participating agencies, other than one's own, may have in an incident through legislation, under protocols, by agreement, or because they may have the expertise and experience.

Range three agencies from any of – central and local government, emergency services, health services, other.

**Outcome 2**

Demonstrate knowledge of Control function responsibilities in an incident.

**Evidence requirements**

- 2.1 Identify the difference between Control and Command in terms of single-agency response and multi-agency response involving CIMS, in accordance with the primary reference.
- 2.2 Describe Control function responsibilities in terms of the role of coordinating and controlling responses and in accordance with the primary reference.
- Range includes but is not limited to – setting objectives, providing an action plan, safety, situational awareness, briefing, budget limits, recovery.
- 2.3 Identify response coordination structures in accordance with the primary reference.
- Range single agency small incident, incident level multi agency, incident level major incident.
- 2.4 Describe incident control in terms of response scaling and in accordance with the primary reference.
- Range safety, size and complexity, span of control.
- 2.5 Identify and describe the five levels of response in accordance with the primary reference.

**Outcome 3**

Describe other IMT function manager roles in an incident.

Range Operations, two further IMT function manager roles (excluding Control).

**Evidence requirements**

- 3.1 Describe the function manager's role in relation to the action planning process in accordance with the primary reference.
- 3.2 Describe the function manager's role in relation to resource management in the Action Plan.
- 3.3 Describe the function manager's role in recording and reporting in accordance with the primary reference and agency procedures.

**Outcome 4**

Demonstrate knowledge of the Action Plan process in an incident.

## Evidence requirements

- 4.1 Describe the value of an effective Action Plan in responding to an incident.
- 4.2 Describe the steps of the planning process in an incident in relation to the Operational Planning P included in the primary reference.
- 4.3 Explain the significance of operational period in relation to the Action Plan process.

<b>Replacement information</b>	This unit standard and unit standard 29554 replaced unit standard 22445
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<b>Planned review date</b>	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	21 July 2016	N/A

<b>Consent and Moderation Requirements (CMR) reference</b>	0039
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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 (CMRs). 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 Skills Organisation at [reviewcomments@skills.org.nz](mailto:reviewcomments@skills.org.nz) if you wish to suggest changes to the content of this unit standard.