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| <b>Title</b> | <b>Apply operational knowledge of New Zealand's Coordinated Incident Management System</b> |                |          |
| <b>Level</b> | <b>4</b>   | <b>Credits</b> | <b>3</b> |

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| <b>Purpose</b> | <p>This unit standard is for people whose role requires operational and practical knowledge of New Zealand's 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>– establish and describe situational awareness in an incident;</li> <li>– demonstrate knowledge of and contribute to planning an incident response; and</li> <li>– demonstrate and apply knowledge of briefings in a response.</li> </ul> |
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| <b>Classification</b> | Community and Workplace Fire and Emergency Management<br>> Workplace Emergency Risk Management |
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| <b>Available grade</b> | Achieved |
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| <b>Prerequisites</b> | Unit 29553, <i>Demonstrate operational knowledge of New Zealand's Coordinated Incident Management System functions and structure</i> , or demonstrate equivalent knowledge and skills. |
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## Guidance Information

- 1 Assessment against this unit standard must take place under real or practical simulated conditions. As the purpose of CIMS is to enable personnel to respond effectively to incidents through coordination across functions and organisations, it is recommended that assessment takes place in a multi-agency environment.
- 2 All evidence provided must comply and in accordance with: CIMS principles, guidelines, ethical codes, relevant legislation, standards, best practice and cultural requirements of the organisations involved.
- 3 The primary reference for this unit standard is the most current edition of the New Zealand Coordinated Incident Management System (CIMS), available at <https://www.civildefence.govt.nz>.
- 4 CIMS Terminology is used throughout this unit standard. Definitions of key terms are found in with the Glossary section of the primary reference.

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## Outcomes and performance criteria

### Outcome 1

Establish and describe situational awareness in an incident.

Range initial, ongoing as required by the dynamics of the situation.

### Performance criteria

1.1 Identify information sources that can be used to establish situational awareness.

Range evidence of at least four information sources is required.

1.2 Describe how integrated information management and communications impact the common operating picture.

1.3 Describe the assessed situation using a format that meets the audience's needs.

Range may include but is not limited to – Situation Report, Status Report.

### Outcome 2

Demonstrate knowledge of and contribute to planning an incident response.

### Performance criteria

2.1 Describe how the CIMS characteristic of Consolidated Planning supports an effective response.

2.2 Identify the phases of the planning process in relation to managing an incident.

Range "Planning P" phases.

2.3 Describe how CIMS functions contribute to the Action Plan.

Range at least three functions.

2.4 Explain the significance of the operational period in relation to the Action Plan process.

2.5 Contribute to the development of an Action Plan as a team member or a function manager.

2.6 Contribute to the update of an Action Plan as a team member or a function manager.

### Outcome 3

Demonstrate and apply knowledge of briefings in a response.

**Performance criteria**

3.1 Identify when and why Controller's briefings are required in an incident.

3.2 Describe conventions and/or practices associated with the Controller's briefing.

Range at least five.

3.3 Identify when and why handover briefings are required in an incident.

3.4 Conduct a handover briefing.

Range handover briefings may include but are not limited to – staff/team member to staff/team member; function/team briefing (e.g. Intel function, IMT); or all-of-staff.

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| <b>Replacement information</b> | This unit standard and unit standard 29553 replaced unit standard 22445. |
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| <b>Planned review date</b> | 31 December 2024 |
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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 | 31 December 2020         |
| Review       | 2       | 28 May 2020  | N/A                      |

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