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| Title | Demonstrate situational awareness, action planning, and communication skills in an incident within a CIMS framework | | |
| Level | 4 | Credits | 2 |

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| Purpose | <p>This unit standard is for people whose role requires or may require some degree of coordination or leadership within a CIMS (Coordinated Incident Management System) framework in an incident.</p> <p>People credited with this unit standard are able to:</p> <ul style="list-style-type: none"> – gain and convey situational awareness in an incident; – produce and update an Action Plan in an incident; and – demonstrate appropriate communication skills in an incident. |
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| Classification | Community and Workplace Fire and Emergency Management > Workplace Emergency Risk Management |
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| Available grade | Achieved |
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| Entry information | |
| Critical health and safety prerequisites | 17279, <i>Demonstrate knowledge of the coordinated incident management system (CIMS)</i> and 29553, <i>Demonstrate knowledge of CIMS related roles and Action Plan process in an incident</i> , or demonstrate equivalent knowledge and skills. |

Explanatory notes

- 1 All performance must comply with:
CIMS principles, ethical codes, standards, and cultural requirements of the organisations involved;
relevant legislative requirements for the incident, 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 Assessment against this unit standard may take place under real or practical simulated conditions.
- 3 The primary reference for this unit standard, the *New Zealand Coordinated Incident Management System (CIMS) 2nd edition*, can be found at the following link <http://www.civildefence.govt.nz/assets/Uploads/publications/CIMS-2nd-edition.pdf>.
- 4 **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.
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.
SitRep refers to situation report.

Outcomes and evidence requirements

Outcome 1

Gain and convey situational awareness in an incident.

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

Evidence requirements

- 1.1 Assess the situation in accordance with the primary reference and agency procedures.

Range sources of information may include but are not limited to – briefing, available reports, technical advice.

- 1.2 Report the assessed situation in accordance with the primary reference and agency procedures.

Outcome 2

Produce and update an Action Plan in an incident.

Evidence requirements

- 2.1 Describe each of the seven IMT functions' contribution to the action planning process in accordance with the primary reference.
- 2.2 Produce an Action Plan in accordance with the primary reference and agency procedures.
- 2.3 Update the Action Plan in response to changing needs in accordance with the primary reference and agency procedures.

Outcome 3

Demonstrate appropriate communication skills in an incident.

Evidence requirements

- 3.1 Communicate in accordance with the principles of CIMS and agency procedures.

Range communications – written SitRep, oral briefing.

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| Replacement information | This unit standard and unit standard 29553 replaced unit standard 22445 |
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| 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 | 21 July 2016 | N/A |

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| Consent and Moderation Requirements (CMR) reference | 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 if you wish to suggest changes to the content of this unit standard.