Title	Apply knowledge of the planning process to a Coordinated Incident Management System response		
Level	5	Credits	6

Purpose	This unit standard is intended for individuals operating as a Planning function team member within New Zealand's Coordinated Incident Management System (CIMS). People credited with this unit standard are able to: – demonstrate knowledge of situational awareness for the planning process for a CIMS response; – demonstrate and apply knowledge of Steps 2-5 of the planning process for a CIMS response; and – demonstrate knowledge of demobilisation and/or transition to recovery in relation to the planning process for a CIMS response.

Classification	Community and Workplace Fire and Emergency Management > Workplace Emergency Risk Management

Available grade	Achieved

Prerequisites	Unit 32159, *Demonstrate knowledge of the Planning Function within the Coordinated Incident Management System*, or demonstrate equivalent knowledge and skills.

Guidance Information

1   All performance criteria must be in accordance and comply with: CIMS principles, guidelines, ethical codes, relevant legislation, standards, best practice and cultural requirements of the organisations involved. Assessment against this unit standard may take place under real or practical simulated conditions in a multi-agency response context.

2   References
   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;
   The secondary reference for this unit standard is the most current edition of the Response Planning in CDEM: D*irector's Guideline for Civil Defence Emergency Management Groups [DGL 19/15]*, available at https://www.civildefence.govt.nz/cdem-sector/guidelines/response-planning-cdem/.

3   Relevant legislation
      Official Information Act 1982;
      Public Records Act 2005;
      and all subsequent amendments and replacements.

4   CIMS Terminology is used throughout this unit standard. Definitions of key terms are
      found in the Glossary section of the primary reference. The steps of the 'Planning P'
      are found in the Appendix section of the primary reference.

5   Definitions
      Assumptions refer to the substitute for facts, used to allow planning to continue in the
      absence of known facts and form the basis of information requirements.
      Critical facts are those known factors which impact the ability to achieve objectives
      and complete essential tasks and/or core functions.

Outcomes and performance criteria

Outcome 1

Demonstrate knowledge of situational awareness for the planning process for a CIMS
response.

Performance criteria

1.1   Evaluate the quality of inputs used to establish situational awareness for the
         planning process.

1.2   Explain what the Controller's intent is and how it relates to situational
         awareness for the planning process.

         Range   may include but is not limited to – purpose, objectives, strategy,
                     end state, response actions, tactics, freedoms, constraints,
                     information requirements;
                     evidence of two is required.

Outcome 2

Demonstrate and apply knowledge of Step 2 of the planning process for a CIMS response:
Establish and Review Planning Objectives.

Performance criteria

2.1   Review the situation and any existing objectives.

2.2   Explain how the Controller's intent and the operating environment influences
         Planning.

2.3   Establish and critically review the response objectives.

2.4   Distinguish and document freedoms and constraints when establishing planning
         objectives.

2.5   Distinguish and document critical facts and assumptions made during the development of response objectives.

Outcome 3

Demonstrate and apply knowledge of Step 3 of the planning process for a CIMS response: Develop the Plan.

Range   must include two plans, including the Action Plan.

Performance criteria

3.1   Develop and document options that achieve the objectives for the specified operational period.

      Range   evidence of at least three options is required.

3.2   Conduct options analysis and evaluate options to achieve the response objectives.

3.3   Brief the Controller on options and recommend a preferred option as part of the planning process.

3.4   Prepare alternative options for further development into a plan.

Outcome 4

Demonstrate and apply knowledge of Step 4 of the planning process for a CIMS response: Prepare and Disseminate the Plan.

Range   must include two plans, including the Action Plan.

Performance criteria

4.1   Prepare and produce a written plan for approval.

      Range   must include but is not limited to – key content headings, key requirements, approved format, customer focus, defined operational period, incident classification.

4.2   Describe the plan approval process and why this process is important.

4.3   Describe how to document key decisions and actions in accordance with organisational, legislative privacy and security requirements.

4.4   Explain how a plan can be disseminated and pros and cons of each method.

      Range   evidence of two methods is required.

4.5   Brief relevant audiences on key components of a plan as part of the dissemination.

Outcome 5

Demonstrate and apply knowledge of Step 5 of the planning process for a CIMS response: Evaluate and Revise the Plan.

Range   must include the Action Plan.

Performance criteria

5.1   Evaluate a plan and the need for subsequent cycles against response (or operational period) objectives.

5.2   Verify the accuracy of information to be used in subsequent planning cycles.

5.3   Monitor, revise, and maintain a plan in accordance with response requirements.

Outcome 6

Demonstrate knowledge of demobilisation and/or transition to recovery in relation to the planning process for a CIMS response.

Performance criteria

6.1   Outline key features of the demobilisation plan and/or transition to recovery plan and explain why they are important.

Range   evidence of three key features is required.

Replacement information	This unit standard, unit standard 32159, unit standard 32161, and unit standard 32162 replaced unit standard 22446.

Planned review date	31 December 2024

Status information and last date for assessment for superseded versions

Process	Version	Date	Last Date for Assessment
Registration	1	26 November 2020	N/A

Consent and Moderation Requirements (CMR) reference	0121

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.