

Title	Apply knowledge of the Operations function to contribute to a Coordinated Incident Management System response		
Level	5	Credits	5

Purpose	<p>This unit standard is intended for individuals operating as an Operations function team member within New Zealand's Coordinated Incident Management System (CIMS).</p> <p>People credited with this unit standard are able to:</p> <ul style="list-style-type: none"> – contribute to situational awareness as part of the Operations function for a CIMS response; – contribute to the planning process as part of the Operations function; – demonstrate knowledge of, and contribute to, the execution and monitoring of the Action Plan progress; – demonstrate knowledge of how Operations supports demobilisation and/or transition to recovery.
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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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Prerequisites	Unit 32163, <i>Demonstrate knowledge of the Operations function within the Coordinated Incident Management System</i> , or demonstrate equivalent knowledge and skills.
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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 Reference
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>.
- 3 CIMS Terminology is used throughout this unit standard. Definitions of key terms are found in the Glossary section of the primary reference.

Outcomes and performance criteria

Outcome 1

Contribute to situational awareness as part of the Operations function for a CIMS response.

Performance criteria

- 1.1 Identify and analyse information to facilitate situational awareness for Operations.
- Range evidence of four different pieces of information is required.
- 1.2 Provide a Status Report for Operations to facilitate situational awareness for the Coordination Centre.
- 1.3 Document key Operations decisions and actions throughout the incident response.

Outcome 2

Contribute to the planning process as part of the Operations function.

Range must include Action Plan and one other plan.

Performance criteria

- 2.1 Provide Operations input during Options Development and Options Analysis as part of the planning process.
- Range may include but is not limited to – field staff capability and capacity, support agencies capability and capacity, status of lifeline utilities, the community's response, current actions and progress, resource requirements and limitations, identifying critical resources, risk assessment, priorities; evidence of four is required.

Outcome 3

Demonstrate knowledge of, and contribute to, the execution and monitoring of the Action Plan progress.

Range evidence of at least two Action Plans is required.

Performance criteria

- 3.1 Contribute to detailed task planning in accordance with the Action Plan.

- 3.2 Assign tasks to functions or response elements in accordance with the Action Plan.
- Range may include but is not limited to – delivering operational briefings, ensuring tasks are understood, record in a task register and location of assets, allocation of resources, integrating support agencies and stakeholders, amending task parameters.
- 3.3 Manage and monitor assigned tasks to support the execution of the Action Plan.
- Range may include but is not limited to – regular communication, resolving issues, ensuring operational aspects of health and safety is managed, maintaining a task register, maintaining optimal resourcing levels, forecasting resource needs, and escalating prioritisation and critical resource decisions to the Controller.
- 3.4 Modify the execution of the Action Plan in response to changes and opportunities in the situation.
- Range may include but is not limited to – resource allocation, task assignment, adjustment of coordination arrangements, risk mitigation, escalation.
- 3.5 Outline the processes for managing resource requests to support the execution of the Action Plan.
- Range must include but is not limited to – receipt of resource requests, comparing request against available resources and the Action Plan objectives, releasing resource or passing request to Logistics.

Outcome 4

Demonstrate knowledge of how Operations supports demobilisation and/or transition to recovery.

Performance criteria

- 4.1 Outline key aspects of Operations' role in demobilisation and/or the transition to recovery and explain why they are important.
- Range evidence of four key aspects is required.

Replacement information	This unit standard and unit standard 32163 replaced unit standard 22447.
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Planned review date	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	26 November 2020	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.