

Title	Apply knowledge of the Logistics 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 a Logistics 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 Logistics function for a CIMS response; – contribute to the planning process as part of the Logistics function; – demonstrate knowledge of, and provide Logistics support to, an incident response; and – demonstrate knowledge of how Logistics 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 32165, <i>Demonstrate knowledge of the Logistics 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 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 *Logistics in CDEM: Director's Guideline for Civil Defence Emergency Management Groups for Logistics [DLG/17/15]*, available at <https://www.civildefence.govt.nz/cdem-sector/guidelines/logistics-in-cdem/>.

- 3 Relevant legislation
Health and Safety at Work Act 2015;
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.

Outcomes and performance criteria

Outcome 1

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

Performance criteria

- 1.1 Identify and analyse information to facilitate situational awareness for Logistics.

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

Outcome 2

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

Range must include Action Plan and one other plan – Contingency Plan, Long Term Plan.

Performance criteria

- 2.1 Provide Logistics input during Options Development and Options Analysis of the planning process.

Range may include but not limited to – resource availability, quality, quantity standards, or costs; logistics agreements and MOUs, risk assessment, advantages, disadvantages, sustainability, identifying critical resources, resource dependencies, community impacts, cultural and ethical considerations; evidence of four is required.

Outcome 3

Demonstrate knowledge of, and provide Logistics support to, an incident response.

Performance criteria

- 3.1 Manage Logistics tasks in accordance with the Action Plan and response objectives.

Range evidence of three tasks is required.
- 3.2 Receive, record and initiate the supply process to support an incident response.

Range evidence of three resource requests is required.
- 3.3 Maintain a resource register to support an incident response.
- 3.4 Explain Logistics responsibilities and the organisational process for managing human resources for the Coordination Centre.

Range must include but not limited to – sourcing, rostering, registration, induction, training, debriefs and off-boarding (signing-out).
- 3.5 Explain Logistics’ responsibilities and the organisational process for providing health and wellbeing support to response staff.
- 3.6 Explain Logistics’ responsibilities in relation to document management and outline key document management requirements.

Range must include but not limited to – compliance with organisation and legislative privacy and security requirements.

Outcome 4

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

Performance criteria

- 4.1 Outline key aspects of Logistics’ 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 32165 replaced unit standard 22448.
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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

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.