

<b>Title</b>	<b>Process information during an emergency</b>		
<b>Level</b>	<b>3</b>	<b>Credits</b>	<b>4</b>

<b>Purpose</b>	This unit standard is intended for anyone in a Civil Defence Emergency Management (CDEM) organisation. People credited with this unit standard are able to: identify sources of information to be used during an emergency; gather information during an emergency; interpret the significance of CDEM information; produce a situation report; and disseminate CDEM information.
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<b>Classification</b>	Civil Defence > Civil Defence Operation
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<b>Available grade</b>	Achieved
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**Explanatory notes**

- 1 Assessment for this unit standard may be conducted in a simulated emergency.
- 2 Definitions  
*Process* is defined as a series of tasks to collect, collate, interpret, and disseminate information.  
*Emergency* is as defined in section 4 of the Civil Defence Emergency Management Act 2002.
- 3 The CDEM organisation’s standard operating procedures specify how activities should be undertaken.

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**Outcomes and evidence requirements**

**Outcome 1**

Identify sources of information to be used during an emergency.

**Evidence requirements**

- 1.1 Information sources are confirmed as current and accessible at the time of the emergency.
- 1.2 Sources of information are located and recorded according to the CDEM organisation’s standard operating procedures.
- 1.3 Sources provide a cross section of community information.

Range information sources may include but are not limited to – Civil Defence Emergency Management Officers, members of the public, members of emergency and rescue organisations.

## Outcome 2

Gather information during an emergency.

### Evidence requirements

- 2.1 Information is collected according to the CDEM organisation's standard operating procedures.
- 2.2 Information is filed so that it can be located without delay by the users of the information.
- 2.3 Information is recorded and collated using technology appropriate to the type of information, and how and where the information will be used.  
  
Range may include but is not limited to – display boards, marked maps, electronic systems, computers, videos, photographs.
- 2.4 Information is verified with original source, and is compared with information from other sources in order to ascertain accuracy.

## Outcome 3

Interpret the significance of CDEM information.

### Evidence requirements

- 3.1 Significance of information is assessed, and prioritised with justification in terms of CDEM priorities.
- 3.2 Information is compared with other information in order to assess the state or impact of an emergency.
- 3.3 Assessment of information enables decisions to be made and resources to be deployed.

## Outcome 4

Produce a situation report.

### Evidence requirements

- 4.1 Knowledge of the purpose and function of the situation report is demonstrated.
- 4.2 Report is formatted in accordance with the CDEM organisation's standard operating procedures.
- 4.3 Report contents are based on an evaluation of the information collected.

**Outcome 5**

Disseminate CDEM information.

**Evidence requirements**

5.1 Transmission method selected is appropriate to the recipient, contents of the report, and the significance of the information.

Range transmission methods may include but are not limited to – radio, telephone, facsimile, oral report, electronic data transfer.

5.2 Information is displayed in a medium consistent with the type of information and how it will be used, and in accordance with the organisation's standard operating procedures.

Range may include but is not limited to – maps, chart boards, charts, logs, computer visual display units.

<b>Planned review date</b>	31 August 2014
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**Status information and last date for assessment for superseded versions**

Process	Version	Date	Last Date for Assessment
Registration	1	20 June 1996	N/A
Revision	2	18 November 1996	N/A
Revision	3	8 June 1999	N/A
Revision	4	12 February 2003	N/A
Review	5	15 December 2004	N/A
Rollover and Revision	6	24 August 2006	N/A
Rollover and Revision	7	18 July 2013	N/A

<b>Consent and Moderation Requirements (CMR) reference</b>	0223
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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 (CMR). 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.

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### **Comments on this unit standard**

Please contact the Fire and Rescue Services Industry Training Organisation (EmQual) [info@emqual.org.nz](mailto:info@emqual.org.nz) if you wish to suggest changes to the content of this unit standard.