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| Title | Produce a Standard Operating Procedure for a Civil Defence Emergency Management organisation | | |
| Level | 5 | Credits | 4 |

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| Purpose | This unit standard is intended for people required to write a Standard Operating Procedure (SOP) for a process within a Civil Defence Emergency Management (CDEM) organisation. People credited with this unit standard are able to: analyse the characteristics of a CDEM process; write a SOP and demonstrate knowledge of testing; and review a documented SOP. |
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| Classification | Civil Defence > Civil Defence Management |
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| Available grade | Achieved |
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Explanatory notes

- 1 For the purpose of assessment for this unit standard the candidate must comply with the Civil Defence Emergency Management Group's plan and local plans.
- 2 Legislation relevant to this unit standard includes the Civil Defence Emergency Management Act 2002, the Local Government Act 2002, and subsequent amendments.
- 3 The SOP specifies how key CDEM activities should be undertaken in the local conditions.
- 4 The SOP includes but is not limited to one of the following activities: welfare, public information, logistics, intelligence, headquarters/Emergency Operations Centre, communication.
- 5 Assessment for this unit standard may be conducted in a simulated emergency.
- 6 *Emergency* is as defined in section 4 of the Civil Defence Emergency Management Act 2002.

Outcomes and evidence requirements

Outcome 1

Analyse the characteristics of a CDEM activity.

Evidence requirements

1.1 Analysis identifies the key components in relation to the CDEM activity.

Range components – purpose of the process, statement of roles and responsibilities, sequence of activities, statement of resources and equipment required, complementary systems.

1.2 Analysis of the activity is based on a review of the CDEM Group’s and local plans, and consultation with experts on content and the end users of the SOP.

Outcome 2

Write a SOP for a CDEM organisation.

Evidence requirements

2.1 The SOP details the key components in relation to the CDEM activity.

Range components – purpose of the process, statement of roles and responsibilities, sequence of activities, statement of resources and equipment required, complementary systems.

2.2 Language used is clear and unambiguous.

2.3 The SOP meets the requirements of the relevant authorising body.

2.4 The review timetable for the SOP is specified to meet organisational requirements.

Outcome 3

Demonstrate knowledge of testing, and review the documented SOP.

Evidence requirements

3.1 The SOP is validated by personnel who have expertise in the SOP’s content, and those who will use the SOP.

3.2 Knowledge of the process for testing of the SOP is demonstrated.

3.3 The SOP is reviewed after use in a real or simulated emergency event.

3.4 Amendments to the SOP match information fed back by experts and users, and its use in a real or simulated emergency event, and changes in associated personnel, systems, and/or technology.

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| Planned review date | 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 | 18 July 2013 | N/A |

Consent and Moderation Requirements (CMR) reference

0223

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.

Comments on this unit standard

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