

Title	Establish a Civil Defence Emergency Management section		
Level	4	Credits	5

Purpose	This unit standard is intended for anyone holding a management or supervision role in a Civil Defence Emergency Management (CDEM) organisation. People credited with this unit standard are able to: design an organisational structure for a CDEM section; recruit, appoint, and train CDEM section staff; establish facilities for a CDEM section; and establish links with supporting organisations and services.
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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 Act 2002, Local Government Act 2002, and subsequent amendments.
- 2 For the purpose of assessment for this unit standard the candidate must comply with the National Civil Defence Plan (May 2002), produced by and available from the Ministry of Civil Defence and Emergency Management <http://www.civildefence.govt.nz/>.
- 3 For the purpose of assessment of this unit standard the candidate must comply with the relevant Civil Defence Emergency Management Group's plan and local plans which are held by the local territorial authority or regional council.
- 4 CDEM sections include but are not limited to one of the following: Headquarters/Emergency Operations Centre (EOC), Welfare, Communications and Public Information sections.
- 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.
- 7 The CDEM organisation's standard operating procedures specify how activities should be undertaken.

Outcomes and evidence requirements

Outcome 1

Design an organisational structure for a CDEM section.

Evidence requirements

- 1.1 Section size and structure specification are designed according to the anticipated threats.
- Range design considerations include but are not limited to – hazard threats, geography of the area, social and demographic structures within the community.
- 1.2 Section structure complies with the relevant CDEM Group’s plan and local plans and the Civil Defence Emergency Management Act 2002.
- 1.3 Section’s recommended resource requirements are within the resource capability of the CDEM organisation.
- 1.4 Section structure meets the requirements of the local CDEM organisation.

Outcome 2

Recruit, appoint, and train CDEM section staff.

Evidence requirements

- 2.1 The CDEM section’s requirements for staff are identified in accordance with the section structure.
- Range using identified structure, listing personnel requirements against structure.
- 2.2 Staff are recruited in accordance with the CDEM organisation’s standard operating procedures.
- 2.3 Staff are appointed in accordance with the CDEM organisation’s standard operating procedures.
- 2.4 A training programme for new staff is established in accordance with the organisation’s standard operating procedures.

Outcome 3

Establish facilities for a CDEM section.

Evidence requirements

- 3.1 Resource requirements are identified in accordance with the CDEM organisation’s standard operating procedures.
- Range includes but not is limited to – equipment, furniture, consumable stores, room arrangements.
- 3.2 Authority for use of resources is obtained.
- 3.3 Resource providers are contacted and identified resource requirements procured in accordance with the CDEM organisation’s standard operating procedures.

Outcome 4

Establish links with supporting organisations and services.

Evidence requirements

- 4.1 Liaison relationships are arranged with supporting agencies and services.
- Range agencies and services include but are not limited to – New Zealand Police, New Zealand Fire Service, ambulance services, water, drainage, sewerage, roading, health services, telephone companies, District Health Boards, electrical supply authorities, media outlets, New Zealand Red Cross, Work and Income (WINZ), New Zealand Defence Force.
- 4.2 Contact information for associated organisations is included in the CDEM organisation’s standard operating procedures.
- Range includes but is not limited to – contact details, personnel information, organisational capacity, resource requirements.

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
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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.

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.