

Title	Coordinate a Civil Defence emergency response for a community		
Level	4	Credits	5

Purpose	This unit standard is intended for anyone holding a management or supervision role in a Civil Defence organisation at a community level. People credited with this unit standard are able to: provide an assessment of a community emergency situation; activate a Civil Defence community response organisation; implement response to the emergency; and manage stand down of response activity.
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Classification	Civil Defence > Civil Defence Management
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Available grade	Achieved
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Explanatory notes

- 1 Performance of the outcomes in this unit standard must comply with the Civil Defence Emergency Management Act 2002.
- 2 Performance of the outcomes in this unit standard must comply with the National Civil Defence Plan, Part 1, November 1994; Government Response and Part 2, June 1993; Disaster Recovery, produced by and available from the Ministry of Civil Defence.
- 3 Assessment of this unit standard may be conducted in a simulated Civil Defence emergency.
- 4 Community is defined as a physical area, ward, or designated location as set out in the local Civil Defence plan.
- 5 Local Civil Defence plan is held by the local territorial authority or regional council.

Outcomes and evidence requirements

Outcome 1

Provide an assessment of a community emergency situation.

Evidence requirements

1.1 Information on the emergency situation is collected.

Range including but not limited to assessment of impact on people and community infrastructure.

- 1.2 Contingency plans are assessed in terms of the appropriateness of the plans to the actual emergency.
- 1.3 Scenarios are created on the likely and possible courses of the emergency development.

Outcome 2

Activate a Civil Defence community response organisation.

Evidence requirements

- 2.1 Civil Defence organisation is initiated in accordance with the local Civil Defence plan.
- 2.2 Links are established with other organisations in accordance with the organisation's operating procedures.

Range including but not limited to – emergency services, media organisations, government agencies.
- 2.3 Information gathering procedures are implemented in accordance with the organisation's operating procedures.
- 2.4 Community organisations are activated to carry out agreed roles in accordance with the organisation's operating procedures.

Outcome 3

Implement response to the emergency.

Evidence requirements

- 3.1 Information collection and analysis systems are managed to provide information to decision makers when they require it.
- 3.2 Contributing organisations and resources are coordinated to provide a local response to the emergency situation.
- 3.3 Tasks are allocated to staff to achieve response outcomes.

Range what is required, where it is required, timeframes that are achievable, resources available.
- 3.4 Resources are allocated in accordance with established priorities.
- 3.5 Resource requests are directed to Civil Defence Headquarters.
- 3.6 Response decisions match the requirements of the emergency using the information that is available at the time of the decision.

Outcome 4

Manage stand down of response activity.

Evidence requirements

- 4.1 Alleviation of the emergency situation is assessed.
 Range signs of alleviation include but are not limited to diminished event potential, mitigation measures in place to prevent further damage to people, property, and the environment.
- 4.2 Stand down actions are recommended to Controller or recovery appointee.
- 4.3 Information to support recovery efforts is transferred to recovery appointee.
 Range recovery appointee may include local authority nominated recovery manager or a central government appointee as detailed in the National Civil Defence Plan, Part 2, Disaster Recovery.
- 4.4 Post event deactivation is conducted in accordance with organisation’s operational procedures.
- 4.5 Debrief reports are written in accordance with the requirements of the Civil Defence Controller.

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
Rollover and Revision	5	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.