

Title	Manage a central government agency response to a Civil Defence emergency		
Level	6	Credits	6

Purpose	This unit standard is intended for anyone in a management or supervision role in a central government agency with responsibilities to respond to a Civil Defence emergency. People credited with this unit standard are able to: provide an assessment of an emergency situation as it affects the central government agency; activate the central government agency Civil Defence response; implement coordinating action to assist the local authority(ies); and manage stand down of response activity of own organisation.
----------------	--

Classification	Civil Defence > Civil Defence Management
-----------------------	--

Available grade	Achieved
------------------------	----------

Explanatory notes

- 1 Performance of the outcomes in this unit standard must comply with the Civil Defence Act 1983, Local Government Act 1974, Biosecurity Act 1993, Defence Act 1990, and State Owned Enterprises Act 1986.
- 2 Performance of the outcomes in this unit standard must comply with the National Civil Defence Plan, Parts 1 to 10, produced by and available from the Ministry of Civil Defence.
- 3 Civil Defence emergency response at the central government relates to the management of a Civil Defence situation at a national headquarters of Civil Defence or at the national level of a government department.
- 4 Central government agencies covered by this unit standard are defined in the Civil Defence Act 1983.
- 5 Assessment of this unit standard may be conducted in a simulated Civil Defence emergency.

Outcomes and evidence requirements

Outcome 1

Provide an assessment of an emergency situation as it affects the central government agency.

Range assessment will include but is not limited to assessment of impact on the public, impact on the client group of the agency, impact of the ability of the agency to delivery its service.

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 for the Civil Defence emergency are developed to identify the likely and possible courses of the progress of the emergency.

Outcome 2

Activate the central government agency Civil Defence response.

Evidence requirements

2.1 Agency response is initiated in accordance with the organisation's operating procedures.

2.2 Links are established with other organisations in accordance with the organisation's operating procedures.

Range including but limited to national headquarters of emergency services, media organisations, government agencies.

2.3 Information gathering procedures are implemented in accordance with the organisation operating procedures.

2.4 Activation of national community organisation to carry out agreed roles is in accordance with the organisational operating procedures.

Outcome 3

Implement coordinating action to assist the local authority(ies).

Evidence requirements

3.1 Information processing systems are managed to provide information to decision makers when they require it.

3.2 Contributing organisations and resources are coordinated to support the local authority response to the emergency situation.

Range central government support may include but is not limited to payment of benefits, payment for emergency resources, provision of rescue facilities.

3.3 Resources are allocated in accordance with established priorities.

3.4 Response decisions match the requirements of the emergency using the information that is available at the time of the decision.

3.5 Public information is managed in accordance with the organisation’s operating procedures.

Outcome 4

Manage stand down of response activity of own organisation.

Evidence requirements

4.1 Alleviation of the emergency situation is determined.

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, local mitigation strategy is in place.

4.2 Information to support local government recovery efforts is available to the 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.

4.3 Post event deactivation is conducted in accordance with organisation’s operational procedures.

Range including but not limited to reevaluation of systems, update of plans and procedures.

4.4 Management of headquarters reinstatement is organised in accordance with organisational procedures.

Planned review date	31 August 2014
----------------------------	----------------

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

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.