

<b>Title</b>	<b>Supervise a welfare centre during an emergency</b>		
<b>Level</b>	<b>4</b>	<b>Credits</b>	<b>5</b>

<b>Purpose</b>	This unit standard is designed for people involved in Civil Defence Emergency Management (CDEM) with a responsibility for supervision of a welfare centre during an emergency. People credited with this unit standard are able to: activate a welfare centre in an emergency; allocate welfare centre responsibilities; and supervise welfare centre activities.
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<b>Classification</b>	Civil Defence > Civil Defence Management
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<b>Available grade</b>	Achieved
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<b>Entry information</b>	
<b>Critical health and safety prerequisites</b>	Unit 7336, <i>Act as a welfare centre staff member during an emergency</i> , or demonstrate equivalent knowledge and skills.

### Explanatory notes

- 1 For the purpose of assessment for this unit standard the candidate must comply with the Civil Defence Emergency Management Act 2002, Privacy Act 1993, Health and Safety in Employment Act 1992, 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, Part 8, Welfare, produced by and available from the Ministry of Civil Defence and Emergency Management <http://www.civildefence.govt.nz/>.
- 3 For the purpose of assessment for this unit standard the candidate must comply with the welfare plan of the Civil Defence Emergency Management organisation. The welfare plan identifies welfare services to be provided, the agency responsible for each service, and that agency's chain of control and communication.
- 4 Assessment for this unit standard may be conducted in a simulated emergency.
- 5 *Emergency* is as defined in section 4 of the Civil Defence Emergency Management Act 2002.
- 6 The CDEM organisation's standard operating procedures specify how activities should be undertaken.

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## Outcomes and evidence requirements

### Outcome 1

Activate a welfare centre in an emergency.

#### Evidence requirements

- 1.1 Welfare centre is opened in accordance with the CDEM organisation's standard operating procedures.
- 1.2 Links are established with other agencies in accordance with the CDEM organisation's standard operating procedures.
- Range agencies include but are not limited to – New Zealand Red Cross, Government Departments, Salvation Army.
- 1.3 Welfare services required by local community are assessed.
- Range includes but is not limited to – clothing, accommodation, food, personal services.
- 1.4 Activation of a call-out system for welfare centre staff operates according to the CDEM organisation's standard operating procedures.

### Outcome 2

Allocate welfare centre responsibilities.

#### Evidence requirements

- 2.1 The welfare centre's requirements for staff are identified in accordance with the CDEM organisation's approved structure.
- Range using identified structure, listing personnel requirements against structure.
- 2.2 Responsibilities are delegated in accordance with the CDEM organisation's standard operating procedures.

**Outcome 3**

Supervise welfare centre activities.

**Evidence requirements**

- 3.1 Evacuee details are recorded to provide information to decision makers when they require it.
- Range evacuee details include but are not limited to – identity information, evacuee address, family information.
- 3.2 Resources are allocated in accordance with the CDEM organisation's established priorities.
- 3.3 Resource requests are directed to the CDEM Emergency Operations Centre to meet organisational requirements.
- 3.4 Response decisions match the requirements of the emergency using the information that is available at the time of the decision.
- 3.5 Community needs and welfare centre activities are reported to CDEM Emergency Operations Centre according to agreed format.

<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	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.