

Title	Manage recovery in a civil defence emergency at a local government level		
Level	6	Credits	5

Purpose	<p>This unit standard is intended for anyone holding a disaster recovery manager position in a civil defence organisation.</p> <p>People credited with this unit standard are able to: activate a local government recovery organisation; manage recovery activities; and manage stand-down of recovery activities.</p>
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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 of this unit standard the candidate must comply with the Civil Defence Emergency Management Act 2002, and national and local authority recovery plans.
- 2 For the purpose of assessment of this unit standard the candidate must comply with the relevant Civil Defence Emergency Management (CDEM) Group’s plan and local plans which are held by the local territorial authority or regional council.
- 3 Assessment of this unit standard may be conducted after a simulated emergency.
- 4 Definition
The CDEM organisation’s standard operating procedures specify how activities should be undertaken.
Emergency is as defined in section 4 of the Civil Defence Emergency Management Act 2002.

Outcomes and evidence requirements

Outcome 1

Activate a local government recovery organisation.

Evidence requirements

- 1.1 Recovery organisation is activated in accordance with the CDEM Group’s plan and local plans.

- 1.2 Links are established with other community and central government organisations in accordance with the recovery organisation's standard operating procedures.
- Range examples of links include but are not limited to – emergency services, media organisations, government agencies.
- 1.3 Information gathering procedures are implemented in accordance with the organisation's standard operating procedures.
- Range sources of information include but are not limited to – operating data provided by response agencies, surveys, data from previous disaster events, post disaster research.
- 1.4 Status of emergency response measures is monitored to establish timing for the effective transfer of responsibility to the recovery organisation.
- 1.5 Recovery activities include consideration of factors that affect the community.
- Range examples of factors include but are not limited to – community resources, social issues, economic restoration, public safety, physical reconstruction.

Outcome 2

Manage recovery activities.

Evidence requirements

- 2.1 Information processing systems are set up to provide information to decision makers when they require it.
- 2.2 Contributing organisations are coordinated to contribute to local recovery activities.
- 2.3 Tasks are allocated to achieve priorities identified in the national civil defence plan, and the CDEM Group's or local authority recovery plan.
- 2.4 Resources are allocated in accordance with the CDEM Group's or local authority recovery plan.
- Range resource allocation includes but is not limited to – financial, personnel, infrastructure.
- 2.5 Management of public information accords with the organisation's standard operating procedures.

Outcome 3

Manage stand-down of recovery activities.

Evidence requirements

- 3.1 Recovery activities are completed in accordance with the CDEM Group's or local authority recovery plan.
- 3.2 Recovery activities are transferred to ongoing agencies in accordance with the CDEM Group's or local authority recovery plan.
- 3.3 Information gathered in the recovery effort is transferred to the CDEM Group or local authority in accordance with the organisation's standard operating procedures.
- 3.4 Post-event deactivation is conducted in accordance with the organisation's standard operating procedures.
- Range includes but is not limited to – re-evaluation of systems, update of plans and procedures.
- 3.5 Debrief reports are written in accordance with the requirements of the CDEM Group, the local authority, and/or the Department of the Prime Minister and Cabinet.

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	20 April 2006	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.