



Australian Government

Department of Education, Employment and Workplace Relations

PUAWER005B Operate as part of an emergency control organisation

Revision Number: 2

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Modification History

Release	TP version	Comments
2	PUA12 V1	Layout adjusted. Application revised.
1	PUA00 V8.1	First release in TGA.

Unit Descriptor

This unit covers the competency required to implement the emergency response specified in the workplace emergency procedures or specified by a person at a higher level in the emergency control organisation.

People who undertake this work will be working within the command, control and coordinate structure of the emergency control organisation.

This unit has been developed to cover the broad range of emergencies and workplaces as considered in Australian Standard 3745-2010.

Application of the Unit

This unit applies to employees in the workplace within all industries and in all contexts.

This unit places responsibility on individual employees who are delegated responsibility as part of an emergency control organisation to participate in the preparation of workplace emergency procedures; alert and report potential workplace emergencies; evaluate the need to evacuate a work area; prepare for an evacuation; and assist people who may require assistance in accordance with workplace emergency procedures.

The knowledge and skills gained through the completion of this unit may be applied by employees across all industries.

Licensing/Regulatory Information

Not applicable.

Pre-Requisites

Not applicable.

Employability Skills Information

This unit contains employability skills.

Elements and Performance Criteria Pre-Content

Elements describe the essential outcomes of a Unit of Competency.

Performance Criteria describe the required performance needed to demonstrate achievement of the element. Where ***bold italicised*** text is used, further information is detailed in the Range Statement. Assessment of performance is to be consistent with the Evidence Guide.

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1. Respond to emergency reports, signals and warnings	1.1 <i>Emergency reports, signals and warnings</i> are identified and appropriate action is taken. 1.2 Emergency situations and possible further development are assessed and relevant action is taken according to workplace emergency procedures. 1.3 Arrangements are made for people who may require assistance. 1.4 <i>Emergency stations</i> are attended and operated according to workplace emergency procedures. 1.5 Suitable <i>identification</i> is worn according to workplace emergency procedures and relevant standards.
2. Initiate and control initial emergency response	2.1 <i>Initial emergency response</i> is initiated and carried out according to the workplace emergency procedures or authorised instruction. 2.2 Evacuated areas are checked according to workplace emergency procedures. 2.3 Results of the evacuation of an area are reported to the <i>relevant person</i> according to the workplace emergency procedures. 2.4 People are accounted for appropriately after the evacuation and the results are reported to the relevant person according to the workplace emergency procedures. 2.5 Persons not accounted for are reported in accordance with workplace emergency procedures.
3. Anticipate the further development of emergencies	3.1 Emergency responses are based on the emergency management plan, taking into account the current situation and possible further development. 3.2 Possible further development of emergency situations is continually assessed, reported to the relevant person and acted on according to workplace emergency procedures.
4. Assist with post initial response	4.1 Emergency evacuation or alternative action is completed before any <i>post initial response activities</i> are undertaken. 4.2 Post initial response activities are conducted under the control of the relevant person and are consistent with the workplace emergency plan.

Required Skills and Knowledge

This describes the essential skills and knowledge and their level, required for this unit.

Required Skills

- ability to relate to a range of people from a range of cultural, linguistic, social and ethnic backgrounds, and a range of physical and intellectual abilities
- apply methods of accounting for people
- assist people who need assistance
- carry out a search pattern within an area
- communicate clearly by the means specified in the workplace emergency procedures
- contribute to emergency management planning
- exercise leadership within a workplace emergency context
- use equipment assigned to assist with implementing the workplace emergency procedures

Required Knowledge

- arrangements for evacuating people who need support
- assessing and anticipating the progress of emergencies that might reasonably be expected in the workplace
- command, control and coordinate function of the emergency control organisation
- context of own role within the workplace emergency procedures
- emergency assessment and reporting procedures
- emergency reporting signals, alarms, warnings and procedures
- emergency response and operating procedures
- members of the emergency control organisation and their roles and responsibilities
- evacuation priorities
- hazard identification
- precautions to be taken during emergencies and during an evacuation
- methods of accounting for people during and after emergencies
- methods of summoning first aid to occupants or visitor injured during an emergency evacuation
- need to keep the relevant person informed of the developing situation
- post initial response emergency activities
- responses to meet the various situations
- workplace procedures

Evidence Guide

Critical aspects for assessment and evidence required to demonstrate competency in this unit

Assessment must confirm the ability to respond to emergency reports, signals and warnings appropriately; to supply clear directions under emergency conditions; to make decisions appropriate to the situation; to keep others appropriately informed; to respond according to the workplace emergency procedures; and to take on a leadership role consistent with the emergency control organisation.

Consistency in performance

Competency should be demonstrated over time with a range of emergencies that could be expected in the workplace.

Context of and specific resources for assessment

Context of assessment

Competency should be assessed in the workplace or in a simulated workplace.

Specific resources for assessment

Access to scenarios that reflect a range of emergency situations that may be expected in the workplace.

Range Statement

The Range Statement relates to the Unit of Competency as a whole. It allows for different work environments and situations that may affect performance. ***Bold italicised*** wording in the Performance Criteria is detailed below.

- Emergency reports, signals and warnings*** may include:
- audible/visual alarms
 - audible or vibrating pagers
 - coded or uncoded public address announcements
 - e-mail
 - screen alerts
 - stench alarms
 - verbal alert
- People who may require assistance*** may include:
- babies and children
 - people with a mobility, intellectual, visual, auditory or sensory impairment, either temporary or permanent, who require assistance during an emergency response
 - people from diverse cultural and linguistic backgrounds
 - people who are injured
 - people who are not able to comprehend the instructions given
 - pregnant women
 - the elderly
- Emergency stations*** may include:
- assembly or marshalling points
 - designated telephone or intercom
 - designated muster points
 - emergency control point
 - master emergency control point
 - warden's inter-communication point (WIP) phones
- Identification*** may include:
- armbands
 - helmets, caps, hats
 - uniforms
 - tabards, vests or other distinguishing/distinctive clothing
- Initial emergency response*** may include:
- to evacuate
 - not to evacuate
 - to partially evacuate
 - advice or requests for emergency services
 - alternative evacuation
 - lateral evacuation
 - any guidance from emergency response team

- designated assembly area
- evacuation routes and destination
- not to re-enter the evacuated area until directed by emergency personnel
- shelter in place/lockdown
- relocating or providing welfare services for evacuated persons
- restricting entry to danger areas
- searching floors or areas
- supplying emergency equipment
- use of response equipment

Relevant person may include:

- emergency control organisation members
- emergency services personnel
- people with overall evacuation control responsibility or a person delegated with this responsibility
- police, fire and emergency services

Post initial response activities may include:

- assisting with recovery activities
- assisting with authorised restoration of normal activity
- participating in debriefing
- providing advice
- requests for emergency services or specialist response team
- relocating or providing welfare services for evacuated persons
- restricting entry to danger areas
- security
- supplying emergency equipment
- checking the welfare of evacuees

Unit Sector(s)

Not applicable.