



Australian Government

Department of Education, Employment and Workplace Relations

PUAWER006B Lead an emergency control organisation

Revision Number: 2

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Modification History

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

Unit Descriptor

This unit covers the competency required to make decisions about people's safety during a workplace emergency and to give instructions on the priority order for responding to the emergency incident area.

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 lead in the preparation of workplace emergency procedures; command, control and coordinate workplace emergency procedures and response; and conclude the incident.

People who undertake this work may act as the primary liaison with emergency services after their arrival.

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

PUAWER005B Operate as part of an emergency control organisation

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. Prepare for workplace emergencies	1.1 Possible emergency situations in the workplace are identified. 1.2 Information on possible development and characteristics of typical emergency situations is gathered, assessed, analysed and applied according to workplace emergency plan. 1.3 Emergency actions for typical workplace emergency situations and emergency developments are identified according to the workplace emergency plan.
2. Apply command, control and coordinate aspects of workplace emergency procedures	2.1 <i>Initial emergency response</i> is initiated according to workplace emergency procedures. 2.2 Initial emergency response is subsequently controlled and coordinated according to incident type and workplace emergency procedures. 2.3 Suitable arrangements are made for the safety of people. 2.4 <i>Welfare</i> of evacuated people is arranged according to workplace emergency procedures. 2.5 Emergency response priority activities are completed before <i>post initial response activities</i> . 2.6 <i>Assets</i> are secured where safe to do so. 2.7 Post initial response activities are assessed and initiated in consultation with emergency services. 2.8 Initial recovery activities are coordinated according to the workplace emergency management plan.
3. Control the response to emergency reports, signals and warnings	3.1 <i>Emergency reports, signals and warnings</i> are correctly identified or initiated. 3.2 Action is taken to ensure <i>emergency stations</i> are attended and operated according to workplace emergency procedures and relevant standards. 3.3 Emergency situations are assessed and appropriate action is taken according to workplace emergency procedures. 3.4 Emergency response actions are controlled according to workplace emergency procedures.
4. Coordinate reports and results of initial emergency response	4.1 Reports of areas affected by the incident are received or sought. 4.2 Accounting for evacuated people is coordinated according to workplace emergency procedures. 4.3 Results and reports of the initial emergency response are analysed according to workplace emergency procedures.

ELEMENT	PERFORMANCE CRITERIA
5. Conclude incident	<p>5.1 Action is taken to ensure 'all clear' is advised to appropriate people.</p> <p>5.2 Required information for debriefing is provided in a timely manner.</p> <p>5.3 Critical incident stress management is organised as appropriate.</p> <p>5.4 Reporting is undertaken in accordance with workplace procedures.</p>

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
- communicate clearly by the means specified in the emergency plan
- interpersonal communication
- ability to take on a leadership role, which includes giving clear directions under emergency conditions, making decisions appropriate to the situation and keeping others appropriately informed

Required Knowledge

- accounting for evacuated persons and analysis of reports from evacuation areas
- actions to take in response to developing situations
- command, control and coordinate framework
- leadership responsibilities during a workplace emergency
- emergency plan and procedures
- emergency response reports or signals
- emergency response structure including external agencies and disaster plans
- emergency risk assessment, response and coordination actions
- hazard identification and precautions to be taken during emergencies and during an evacuation
- liaison requirements of emergency services
- own role in the emergency plan and role and authority of the emergency services
- people's typical behaviour in an emergency
- range of appropriate post initial response activities

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 properly; to give clear directions under emergency conditions; to make decisions appropriate to the situation; to keep others appropriately informed; to respond in accordance with the workplace emergency procedures; to take on a leadership role consistent with the emergency control organisation; and to operate in accordance with the command, control and coordinate framework of the emergency control organisation structures.

Consistency in performance

Competency should be demonstrated controlling an emergency response or a simulated emergency response.

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.

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

Welfare may include:

- arranging medical or first aid assistance where required
- arranging transport
- collecting personal or critical items when safe to do so
- liaising with counselling services
- relocating evacuated persons to other areas

Post initial response activities may include:

- advice or requests for emergency services
- 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
- searching floors or areas
- security

- Assets* may include:
- supplying emergency equipment
 - checking the welfare of evacuees
 - equipment
 - information
 - livestock
 - machinery
 - material
 - plant
- 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
- 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

Unit Sector(s)

Not applicable.

Corequisite Unit/s

Co-requisite Unit/s Nil