

# 1XXXXX Use New Zealand's Coordinated Incident Management System in an incident.

<b>Kaupae   Level</b>	4
<b>Whiwhinga   Credit</b>	3
<b>Whāinga   Purpose</b>	<p>This skill standard is for people who work in an Incident Management Team or within a function of a coordination centre and require operational knowledge of New Zealand's Coordinated Incident Management System (CIMS) framework.</p> <p>People credited with this skill standard are able to: establish situational awareness in an incident; use the CIMS planning process; and conduct a handover briefing.</p>
<b>Whakaakoranga me mātua oti   Pre-requisites</b>	<p>Skill Standard # Describe New Zealand's Coordinated Incident Management System functions and structure or Unit Standard 29553 Demonstrate operational knowledge of New Zealand's Coordinated Incident Management System functions and structure.</p>

## Hua o te ako me Paearu aromatawai | Learning outcomes and assessment criteria

<b>Hua o te ako   Learning outcomes</b>	<b>Paearu aromatawai   Assessment criteria</b>
1. Establish situational awareness during phases of response.	a. Use information sources to establish situational awareness.
	b. Analyse information to identify action required.
	c. Establish situational awareness using a format that meets audience needs.
2. Use the CIMS planning process.	a. Describe the steps of the Planning 'P'.
	b. Describe how CIMS functions contribute to the Action Plan.
	c. Contribute to an Action Plan as a member of an incident management team.
	d. Update an Action Plan as a member of an incident management team.
3. Conduct a handover briefing.	a. Identify when and why handover briefings are required in an incident.
	b. Plan a staged coordination centre handover.

	c. Produce a written handover for your role.
	d. Conduct a handover briefing.

### Pārongo aromatawai me te taumata paearu | Assessment information and grade criteria

#### Assessment specifications:

- Assessment must occur during a real or simulated response.
- It is recommended that assessment takes place in a multi-agency environment.
- Assessment must comply with the latest version the New Zealand Coordinated Incident Management System (CIMS).
- Assessment criteria 1a must include graphical, verbal and written sources.

### Ngā momo whiwhinga | Grades available

Achieved

### Ihirangi waitohu | Indicative content

- Information sources to establish situational awareness: graphical, written and verbal.
- Initial and ongoing situational awareness as required by the dynamics of the situation.
- Situational awareness reporting including situation report and status report.
- Reporting appropriate for audience needs.
- The planning process
- The Planning 'P' steps: Initial understanding and mobilisation; establish/review planning objectives; develop the plan; prepare and disseminate the plan; and execute, evaluate and revise the plan.
- Action planning as an incident management team.
- Operational period and significance of this period in relation to the Action Plan process.
- When and why handover briefings are required in an incident.
- Handover briefings: staff/team member to staff/team member; function/team briefing (e.g. Intel function, IMT); or all-of staff.
- Planning for a briefing.
- Conducting a briefing.

### Rauemi | Resources

Where the resources have been updated, please refer to the latest version.

- New Zealand Government. (2019). Coordinated Incident Management System (CIMS) (3rd ed.). <https://www.civildefence.govt.nz/resources/coordinated-incident-management-system-cims-third-edition>

### Pārongo Whakaū Kounga | Quality assurance information

<b>Ngā rōpū whakatau-paerewa  </b> Standard Setting Body	Toitū te Waiora Community, Health, Education, and Social Services Workforce Development Council
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<b>Whakaritenga Rārangi Paetae Aromatawai  </b> DASS classification	Community and Workplace Fire and Emergency Management > Workplace Emergency Risk Management
<b>Ko te tohutoro ki ngā Whakaritenga i te</b> <b>Whakamanatanga me te Whakaōritenga  </b> CMR	0121

<b>Hātepe  </b> Process	<b>Putanga  </b> Version	<b>Rā whakaputa  </b> Review Date	<b>Rā whakamutunga</b> <b>mō te aromatawai  </b> Last date for assessment
<b>Rēhitatanga  </b> Registration	1	31 December 2029	N/A
<b>Kōrero whakakapinga  </b> Replacement information			
<b>Rā arotake  </b> Planned review date	31 December 2029		

Please contact Toitū te Waiora Community, Health, Education, and Social Services Workforce Development Council at [qualifications@toitutewaiora.nz](mailto:qualifications@toitutewaiora.nz) to suggest changes to the content of this skill standard.