1XXXXX   Describe civil defence centre functions during an emergency

Kaupae | Level	3
Whiwhinga | Credit	2
Whāinga | Purpose	This skill standard is for people working in a Civil Defence Centre in an emergency. People credited with this skill standard are able to: describe an emergency Civil Defence Centre (CDC) and Community Led Centre (CLC); the services provided by agencies in a CDC; and the layout and organisation of a CDC.

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

Hua o te ako | Learning outcomes	**Paearu aromatawai |** Assessment criteria
1. Describe an emergency Civil Defence Centre (CDC) in accordance with the CDEM group or local welfare plan.	a. Describe the nine sub-functions in a fully set up CDC.
	b. Describe the management of a CDC.
	c. Describe support agencies roles and responsibilities in a CDC.
	d. Describe the purpose of reception in a CDC.
	e. Describe a layout for a CDC that meets the safety and cultural needs of impacted people.
2. Describe the differences between a CDC and a Community Led Centre (CLC) or marae.	a. Explain why a CLC may stand up during an emergency.
	b. Describe what CDEM may do to support a CLC or marae-based facility in an emergency.
	c. Describe how the operation of a CLC differs from the operation of a CDC.
	d. Describe marae layout, tikanga and designated facilities.

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

Assessment specifications:

Candidate evidence must comply with the welfare plan of the Civil Defence Emergency Management organisation.

Ngā momo whiwhinga | *Grades available*

Achieved

Ihirangi waitohu | Indicative content

Welfare.

- The elements of welfare for diverse community groups.
- Holistic wellbeing models e.g. Te Whare Tapa Wha.

Civil Defence Centres.

- Definitions of terminology used in welfare.
- Function of emergency Civil Defence Centres.
- Management of emergency Civil defence Centres.
- Supervision of civil defence centre and reporting lines.
- Working in a civil defence centre: roles and responsibilities
- Welfare services may include registration, catering, accommodation, clothing, personal services and animal control.
- Support agencies in a Civil Defence Centres may include: Salvation Army New Zealand, Red Cross, Civil Defence Volunteers and Ministry of Social Development.
- Other providers of welfare in the community.
- Specific needs of impacted people: service dogs and CDC guidelines; cultural, faith-based or spirituality requirements.
- Examples of interior layout features include a registration area, catering area, access to administration facilities, toilets and private areas for evacuees to discuss issues.
- Examples of exterior layout features include security, transport, access, parking and animal control.
- Health and Safety.

Community Led Centres.

- Community Emergency Hub model.
- Marae layout and tikanga.

Rauemi | Resources

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

- Civil Defence Emergency Management Act 2002.
  https://www.legislation.govt.nz/act/public/2002/0033/latest/whole.html
- Health and Safety at Work Act 2015.
  https://www.legislation.govt.nz/act/public/2015/0070/latest/DLM5976660.html
- National Emergency Management Agency: Te Rākau Whakamarumaru. (2020, November 9). *Guidelines and technical standards issued under the CDEM Act.* 2002.https://www.civildefence.govt.nz/cdem-sector/guidelines

- National Emergency Management Agency: Te Rākau Whakamarumaru. (2020, September 20). *Welfare services, arrangements and resources for welfare in an emergency.* https://www.civildefence.govt.nz/cdem-sector/welfare
- National Emergency Management Agency:Te Rākau Whakamarumaru. (2020, November 9). *CDEM Groups.* https://www.civildefence.govt.nz/cdem-sector/cdem-groups

Pārongo Whakaū Kounga | Quality assurance information

Ngā rōpū whakatau-paerewa | Standard Setting Body	Toitū te Waiora Community, Health, Education, and Social Services Workforce Development Council
Whakaritenga Rārangi Paetae Aromatawai | DASS classification	Community and Social Services > Civil Defence Emergency Management > Comprehensive Emergency Management
Ko te tohutoro ki ngā Whakaritenga i te Whakamanatanga me te Whakaōritenga | CMR	0223

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

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