

# 1XXXXX Supervise a Civil Defence Centre during an emergency

<b>Kaupae   Level</b>	5
<b>Whiwhinga   Credit</b>	10
<b>Whāinga   Purpose</b>	<p>This skill standard is intended for people involved in Civil Defence Emergency Management (CDEM) with responsibilities related to the operation of a Civil Defence Centre (CDC) during an emergency.</p> <p>People credited with this standard are able to establish an activated CDC, allocate responsibilities to CDC staff, lead the CDC team to achieve outcomes, and manage the administration functions of the CDC within CDEM guidelines.</p>
<b>Whakaakoranga me mātua oti   Pre-requisites</b>	Skill standard ## Describe civil defence emergency management structure and emergency processes, and skill standard ## Describe civil defence centre functions during an emergency, or equivalent knowledge and skills

## 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 an activated Civil Defence Centre (CDC) in an emergency.	a. Conduct a physical site assessment to evaluate suitability of facilities for operation.
	b. Verify readiness of the CDC through resources, equipment and communications systems per CDEM SOPs.
	c. Establish contact with the Emergency Operations Centre (EOC), Welfare Team Leader, and Facility Coordinator to align situational awareness.
	d. Coordinate with welfare agencies to assess and address welfare service needs.
	e. Mobilise CDC staff by initiating an appropriate call-out protocol.
2. Allocate responsibilities to CDC team members.	a. Identify and assign roles and responsibilities within the CDC team structure following established staffing requirements.
	b. Brief team on welfare services, safety protocols and available resources.

3. Lead the CDC team to achieve operational objectives	a. Facilitate regular team updates and meetings, ensuring alignment with Incident Management Team (IMT) directives.
	b. Create and maintain staffing rosters to ensure continuous operations, including overnight shifts.
	c. Implement conflict management strategies and provide support to maintain the welfare team.
	d. Conduct end of day hand overs to communicate updates, challenges, and next steps.
4. Use administrative tools to support CDC operations.	a. Record and maintain evacuee details, including identification, addresses, and family information, following privacy guidelines.
	b. Maintain status reports, track resource allocation, and document logistics for ongoing and future operational needs.
	c. Apply health and safety legislation, integrating CDEM guidelines and legislation.

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

#### Assessment specifications:

- This standard is to be assessed in simulated conditions or as part of a structured exercise.
- Assessment exercise must comply with current legislation and guidelines.
- Practical components must include readiness checks, team briefings, and staff roster creation.
- Learners must provide evidence of compliance with the CDEM Welfare Plan and all relevant CDEM legislation, including but not limited to the Privacy Act 2020, and the Health and Safety at Work Act 2015.

#### Ngā momo whiwhinga | Grades available

Achieved

#### Ihirangi waitohu | Indicative content

- Facility Activation and Readiness: Physical site assessments, safety checks, and resource verification. Communication systems setup and testing.
- Team Coordination and Responsibilities: Role allocation, needs assessment team establishment, and operational briefings.
- Leadership in Operations: Conflict resolution, resource management, and communication strategies. Team updates and debriefings.
- Administration and Compliance: Accurate evacuee data recording and resource tracking. Compliance with legal obligations under privacy, health and safety, and CDEM legislation.

#### Rauemi | Resources

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

- Bill of Rights Act 1990. <https://www.legislation.govt.nz/act/public/1990/0109/latest/whole.htm>
- 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 Civil Defence Emergency Management Plan Order 2015. <https://www.legislation.govt.nz/regulation/public/2015/0140/latest/dlm6485804.html>
- National Emergency Management Agency: Te Rākau Whakamarumarū. (n.d.). *Welfare services: Arrangements and resources for welfare in an emergency*. <https://www.civildefence.govt.nz/cdem-sector/welfare>
- National Emergency Management Agency: Te Rākau Whakamarumarū. (2020). *Welfare services in an emergency*. <https://www.civildefence.govt.nz/cdem-sector/guidelines/welfare-services-in-an-emergency>
- National Emergency Management Agency: Te Rākau Whakamarumarū. (2020). *National Civil Defence and Emergency Management Plan 2015 and guide to the plan*. <https://www.civildefence.govt.nz/cdem-sector/plans-and-strategies/national-civil-defence-emergency-management-plan-and-guide>
- Privacy Act 2020. <https://www.legislation.govt.nz/act/public/2020/0031/latest/LMS23223.html>

### 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
<b>Whakaritenga Rārangi Paetae Aromatawai  </b> DASS classification	Community and Social Services > Civil Defence Emergency Management > Comprehensive Emergency Management
<b>Ko te tohutoro ki ngā Whakaritenga i te Whakamanatanga me te Whakaōritenga  </b> CMR	0223

<b>Hātepe  </b> Process	<b>Putanga  </b> Version	<b>Rā whakaputa  </b> Review Date	<b>Rā whakamutunga 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.