1XXXXX   Develop an emergency management plan for the workplace

Kaupae | Level	6
Whiwhinga | Credit	10
Whāinga | Purpose	For managers or leaders who are required to develop and or support the development of emergency management planning in the workplace.
	People credited with this skill standard are able to: establish the purpose, objectives and required roles for workplace emergency management plans; liaise with specialists to inform workplace emergency management plans; develop plans to minimise risk; write a workplace emergency management plan; and prepare for organisational approval and integration of the emergency management plan in the workplace.
	This skill standard can be used for assessment within programmes across the Emergency Management sector.

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

Hua o te ako | Learning outcomes	**Paearu aromatawai | Assessment criteria**
1. Establish the purpose, objectives and required roles for workplace emergency management plans.	a. Determine the purpose of workplace emergency management plans in consultation with senior leadership.
	b. Outline the objectives of workplace emergency management plans aligned to workplace conditions and recognised risk.
	c. Establish accountabilities and job roles for key implementation personnel.
2. Liaise with specialists to inform workplace emergency management plans.	a. Identify specialist advice required to inform critical aspects of emergency management planning.
	b. Liaise with specialists, including relevant agencies, and record specialist advice received.
	c. Use specialist advice to establish emergency management planning deliverables.
3. Develop plans to minimise risk within workplace emergency management planning.	a. Identify risk/s to organisation.
	b. Develop action plan to minimise risk/s.

		c.	Develop response structures to manage organisation's response.
		d.	Outline a process for evaluating emergency management planning.
4.	Write a workplace emergency management plan.	a.	Align planning with workplace emergency management plan objectives.
		b.	Apply specialist advice and risk minimisation to planning.
		c.	Separate policy and procedure within the plan to ensure clear response procedures.
		d.	Identify areas of compromise in the planning and include external support, including emergency response teams, required in an emergency.
5.	Prepare for organisational approval and integration of the emergency management plan in the workplace.	a.	Verify workplace emergency management plan with peer review for correctness and accuracy.
		b.	Outline approval steps with senior management team.
		c.	Outline steps for integration of the plan into wider organisational policy and procedural documents.
		d.	Develop documentation to support implementation of emergency plans in the workplace.

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

Assessment specifications:

- Assessment for this unit standard may be conducted in a simulated emergency.
- The CDEM organisation's standard operating procedures specify how activities should be undertaken.
- Assessment criteria 3c – response structures are appropriate for the organisation.
- Learning outcome 4 – plan is written accordance with organisational requirements.

Definitions:

- *Emergency procedures* refer to the actions to be taken in the event of an emergency as stated in the Workplace Emergency Management Plan.
- *Emergency response teams* are assembled to take on specific coordinating and controlling tasks to lessen the effect of fire and other emergencies that occur in a particular workplace.
- *Workplace Emergency Management Plan* refers to the workplace document that contains emergency procedures to be conducted in the event of an emergency. The plan may be

referred to as a Disaster Management Plan, Emergency Plan, or Business Continuance Plan and will include the building Evacuation Scheme or Procedure.

Ngā momo whiwhinga | *Grades available*

Achieved

Ihirangi waitohu | Indicative content

- Purpose related to legal frameworks: Health and Safety at Work Act 2015 (HSWA) and associated regulations; Fire and Emergency New Zealand (Fire Safety, Evacuation Procedures, and Evacuation Schemes) Regulations 2018, Fire and Emergency New Zealand Act 2017; and Civil Defence Emergency Management Act 2002.
- Aligning plans with organisational goals and objectives.
- Accountabilities for key personnel involved in implementing emergency plans, and ensuring clarity in roles such as Incident Controllers and Emergency Wardens.
- Defining objectives tailored to workplace conditions and recognised risk, such as natural disasters, hazardous substance incidents, and other emergencies.
- Determining the types of specialist input required, such as fire safety, hazardous substances management, and structural engineering assessments.
- Engaging with relevant agencies to inform planning.
- Emergency management planning deliverables: protection systems and equipment, staff emergency response team training and resourcing, funding and financial accountabilities, compliance requirements, and inter-agency liaisons.
- Risk identification, action planning, response structures (aligned with CIMS framework) and evaluation processes (drills, simulations, and after-action reviews).
- Developing supplementary materials to facilitate the integration and implementation of the emergency management plan, such as role cards, Triger, Action, Response Plans (TARPs), aide memoirs, notices, training manuals, quick-reference guides, and communication plans.

Rauemi | Resources

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

- CIMS role cards CIMS 3rd edition Role Cards now available » National Emergency Management Agency
- FEMA business guide to workplace emergency planning

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 > Community and Workplace Fire and Emergency Management > Workplace Emergency Risk Management
Ko te tohutoro ki ngā Whakaritenga i te Whakamanatanga me te Whakaōritenga	CMR	39

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	This skill standard replaced unit standard 16810.		
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.