

Title	Manage an Incident Management Team (IMT) response		
Level	6	Credits	15

Purpose	People credited with this unit standard are able to: conduct an assessment of the incident; establish an IMT and control systems in response to the nature of the incident; initiate and approve an incident action plan (IAP); manage an IMT; and manage post-incident activities.
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Classification	Community and Workplace Fire and Emergency Management > Workplace Emergency Risk Management
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Available grade	Achieved
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Entry information	
Critical health and safety prerequisites	Unit 22445, <i>Describe the roles and functions of a CIMS Incident Management Team (IMT) at an incident</i> , and any one of the following: Unit 22446, <i>Perform the planning/intelligence function in an Incident Management Team (IMT)</i> ; or Unit 22447, <i>Perform the operations management function in an Incident Management Team (IMT)</i> ; or Unit 22448, <i>Perform the logistics function in an Incident Management Team (IMT)</i> ; or demonstrate equivalent knowledge and skills.

Explanatory notes

- 1 All performance must comply with:
any agency procedures, coordinated incident management system (CIMS) principles, ethical codes, standards, and cultural requirements of the organisations involved;
and any relevant legislative requirements including but not limited to the – Civil Defence Emergency Management Act 2002, Conservation Act 1987, Fire Service Act 1975, Forest and Rural Fires Act 1977, Local Government Act 2002, Policing Act 2008, Health and Safety in Employment Act 1992, Hazardous Substances and New Organisms Act 1996, and Maritime Transport Act 1994.
- 2 Primary references for this unit standard are approved training resources endorsed by the National Joint Agency CIMS Steering Committee. These references are available from the Fire and Rescue Services Industry Training Organisation, PO Box 11988, Wellington 6142.

3 Definitions

An *incident* is a disruption, accidentally or deliberately caused, which requires a response from one or more agency.

An *event* is an incident or a planned activity that occurs in a particular place during a particular interval of time.

An *emergency* is an event, actual or imminent, which endangers or threatens to endanger life, property, or the environment, and which requires a significant and coordinated response.

Agency procedures refer to written agency requirements for responding to, and taking action at, emergencies.

The *coordinated incident management system (CIMS)* is a structure established to systematically manage emergency incidents.

The *incident action plan (IAP)* is a statement of the objectives, strategies, and critical functions to be taken at an incident.

4 Evidence for this unit standard can be from an actual event and/or from a simulated incident response.

5 Credit for this unit standard does not in itself qualify an individual to hold the appointment to manage an Incident Management Team. An organisation and/or agency may require an individual to display additional competencies and/or hold another qualification or qualifications in order to undertake the role.

Outcomes and evidence requirements

Outcome 1

Conduct an assessment of the incident.

Evidence requirements

- 1.1 Initial assessment of the situation identifies the nature of the incident.
- 1.2 Assessment of the situation identifies the authority responsible for the management of the incident.
- 1.3 Factors likely to impact on the response are assessed in accordance with CIMS principles.
- 1.4 Resources required for response operations are identified in accordance with CIMS principles.
- 1.5 Constraints that may impede the response are identified in accordance with CIMS principles.
- 1.6 Initial response options are identified and assessed in accordance with CIMS principles.

Outcome 2

Establish an IMT and control systems in response to the nature of the incident.

Evidence requirements

- 2.1 Control and coordination are established in accordance with CIMS principles, designated lead agency procedures, and legislation applicable to the situation.
- 2.2 IMT is established in accordance with the size and complexity of the incident and in accordance with CIMS.
- 2.3 Communication systems and procedures are established in accordance with CIMS to facilitate functions of the IMT.
- 2.4 Control systems are established appropriate to the size and complexity of the incident and in accordance with CIMS.

Range finance, information flows, reporting mechanism, liaison, human resources, physical resources, communications.

Outcome 3

Initiate and approve an IAP.

Evidence requirements

- 3.1 Intelligence gathering, logistical support, and planning processes are initiated appropriate to the nature and complexity of the incident and in accordance with CIMS.
- 3.2 Initiation and approval of IAP is in accordance with the lead agency procedures and CIMS.

Range objectives, strategies, tactics.
- 3.3 IAP identifies and directs the role of the lead and supporting agencies.
- 3.4 The IAP is monitored and reviewed in accordance with the incident development and CIMS principles.

Outcome 4

Manage an IMT.

Evidence requirements

- 4.1 Critical tasks are identified and allocated in accordance with the IAP.
- 4.2 Critical tasks are expressed in terms of expectations, time restraints, and resource requirements.

- 4.3 Critical tasks are revised in accordance with status reports and progress.
- 4.4 Changeovers are organised in accordance with CIMS.
- 4.5 Emergency conditions are monitored to ensure that the safety of responding personnel is maintained within acceptable risk levels in accordance with CIMS principles.
- 4.6 Safety of the public is maintained as a priority, in keeping with IAP objectives.
- 4.7 Reporting processes are carried out in accordance with agency procedures and CIMS.

Range situation reports, briefings, media statements, system reports.

Outcome 5

Manage post-incident activities.

Evidence requirements

- 5.1 Transition arrangements for response and recovery activities are implemented in accordance with agency procedures and the demobilisation plan.
- 5.2 Demobilisation of the operational organisation is undertaken in accordance with agency procedures, any relevant recovery plans and the demobilisation plan.
- 5.3 Physical, human, and financial resources are accounted for in accordance with agency procedures and the IAP.
- 5.4 Reports and debrief process and procedures are implemented in accordance with agency procedures and CIMS.

Planned review date	31 December 2012
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Status information and last date for assessment for superseded versions

Process	Version	Date	Last Date for Assessment
Registration	1	24 January 2006	31 December 2012
Rollover and Revision	2	18 February 2011	N/A

Accreditation and Moderation Action Plan (AMAP) reference	0039
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This AMAP can be accessed at <http://www.nzqa.govt.nz/framework/search/index.do>.

Please note

Providers must be granted consent to assess against standards (accredited) by NZQA, or an inter-institutional body with delegated authority for quality assurance, before they can report credits from assessment against unit standards or deliver courses of study leading to that assessment.

Industry Training Organisations must be granted consent to assess against standards by NZQA before they can register credits from assessment against unit standards.

Providers and Industry Training Organisations, which have been granted consent and which are assessing against unit standards must engage with the moderation system that applies to those standards.

Consent requirements and an outline of the moderation system that applies to this standard are outlined in the Accreditation and Moderation Action Plan (AMAP). The AMAP also includes useful information about special requirements for organisations wishing to develop education and training programmes, such as minimum qualifications for tutors and assessors, and special resource requirements.

Comments on this unit standard

Please contact the Fire and Rescue Services Industry Training Organisation info@frsito.org.nz if you wish to suggest changes to the content of this unit standard.