CARRY OUT CRISIS AND DISASTER MANAGEMENT

UNIT CODE: COD/OS/SW/CR/06/6/A

UNIT DESCRIPTION

This unit specifies the competencies required to carry out crisis and disaster management. It involves establishing crisis/disaster nature, initiating crisis and disaster partnerships, contacting crisis and disaster links, developing crisis and disaster preparedness, mobilizing response resources and carrying out crisis/disaster intervention measures. It also includes evaluating prevention and response implementation plan and documenting disaster/crisis management.

ELEMENTS AND PERFORMANCE CRITERIA

ELEMENT These describe the key outcomes which make up workplace function.	PERFORMANCE CRITERIA These are assessable statements which specify the required level of performance for each of the elements. *Bold and italicized terms are elaborated in the Range*
1. Establish crisis/disaster nature	1.1 Existing disasters are profiled as per SOPs. 1.2 Existing disasters are categorised as per the profile 1.3 Early warning signs are identified and documented as per organisation policy 1.4 Prevalence of disaster is determined as per the documentation
2. Initiate crisis and disaster partnership Contact crisis and disaster links.	2.1 Crisis and disaster partnership partners are identified as per organisation policy 2.2 collaborative crisis and disaster partnership are strengthened and established as per organisation policy 2.3 Planning and review meetings are conducted as per the SOPs

3 Develop crisis and disaster preparedness	3.1 An audit on the community disaster prevention and response is carried out as per SOPs
	3.2 Capacity gaps are identified as per the audit
	3.3 Capacity building plan is developed as per organisation policy
	3.4 Plan is implemented as per organisation policy
	3.5 A costed prevention and response plan is developed as per organisation policy
4 Mobilize response resources	4.1 Available resources and resource gaps are identified as per organisation policy
	4.2 Potential resource providers are identified as per resource gaps'
	4.3 Resources to implement the plan are mobilised as per organisation policy
5 Carry out crisis/disaster intervention measures	5.1 Disaster risk reduction measures implemented as per organisation policy.
	5.2 Disaster response measures are implemented as per organisation policy
	5.3 *Disaster risk measures* are implemented as per organisation policy.
	5.4 Monitoring and review of response and reduction plan is carried out as per organisation policy
6 Evaluate the disaster prevention and response implementation plan	6.1 Evaluation schedules are prepared as per the organisation policy
	6.2 Evaluation tools are prepared as per organisation policy
	6.3 Evaluation is conducted as per the prepared tools.
	6.4 Evaluation report prepared as per organisation policy
	6.5 Report is disseminated as per organisation policy
7 Document disaster/crisis management	7.1 Documentation procedures are identified as per SOPs.
	7.2 Documents are stored as per organisation policy
	7.3 Documentation plan prepared as per the organization policy.
	7.4 Documentation tools are prepared as per organisation policy
	7.5 Documentation analysis is conducted as per the

	organization policy

RANGE

This section provides work environments and conditions to which the performance criteria apply. It allows for different work environments and situations that will affect performance.

VARIABLE	RANGE
1. Disaster risk measures may include but not limited to:	• Assessment of prevention and response measures • Capacity building • Contingency planning

REQUIRED SKILLS AND KNOWLEDGE
This section describes the skills and knowledge required for this unit of competency.
Required Skills
The individual needs to demonstrate the following skills:

- Presentation
- Interpersonal relation
- Boundary setting
- Facilitation
- Training
- Planning and prioritization
- Empathy
- Self-awareness
- Report writing
- Critical thinking
- Persuasion
- Team work
- People management
- Coordination
- Organizational
- Decision making
- Emotional intelligence

Required knowledge
The individual needs to demonstrate knowledge of:

- Social welfare policies
- Human behaviour and social environment

- Social work practices and interventions
- Social research
- Legal aspects in child welfare
- Human growth and development
- Child welfare programmes
- Nutrition and food supply
- Basic counselling and psychology
- Rehabilitation programs
- Statistics
- Economics
- Basic accounting
- Digital literacy

EVIDENCE GUIDE

1. Critical aspects of Competency	Assessment requires evidences that the candidate: 1.1 Demonstrated ability to profile existing disasters 1.2 Demonstrated ability to categorise existing disasters 1.3 Demonstrated ability to identify and document early warning signs 1.4 Demonstrated ability to determine preference of disaster 1.5 Demonstrated ability to identify crisis and disaster partnerships 1.6 Demonstrated ability to conduct review meetings 1.7 Demonstrated ability to carry out an audit of the community disaster prevention and response 1.8 Demonstrated ability to carry out capacity building 1.9 Demonstrated ability to prepare a prevention and response plan 1.10 Demonstrated ability to mobilise resources 1.11 Demonstrated ability to evaluate the prevention and response implementation plan 1.12 Demonstrated ability to document disaster/crisis management
2. Resource implications	The following resources should be provided: 2.1 A functional office 2.2 A fully equipped simulated operations training office 2.3 Resource persons

3.	Methods of Assessment	Competency may be assessed through: 3.1 Verbal questioning 3.2 Project 3.3 Observation 3.4 Third party report 3.5 Interview 3.6 Written test
4.	Context of Assessment	Competency may be assessed: 4.1 On-the-job 4.2 Off-the –job 4.3 During Industrial attachment
5.	Guidance information for assessment	Holistic assessment with other units relevant to the industry sector, workplace and job role is recommended.