REPUBLIC OF KENYA

NATIONAL OCCUPATIONAL STANDARDS

FOR

AIRPORT OPERATIONS MANAGER

KNQF LEVEL 6

ISCED   PROGRAMME CODE: 1015 554 A

TVET CDACC
P.O. BOX 15745-00100
NAIROBI

MANAGE EMERGENCY INCIDENTS

TVET CDACC UNIT CODE: LOG/OS/AO/CC/03/6/MA

UNIT DESCRIPTION
This unit specifies the competencies required to manage emergency incidents. It involves analyzing emergency information, carrying out emergency response, coordinating emergency responses, assessing emergency response/actions and undertaking post-emergency evaluation

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. Analyze emergency information	1.1 Scope and severity of the emergency is established as per the organizational procedures, 1.2 Emergency information is collated and assessed as per the SOPs. 1.3 Responses information is developed based on emergency response planning. 1.4 Information flows is monitored as per the work place procedures. 1.5 Team activities and resource allocation are determined and directed in according with work place procedures.
2. Carry out emergency response	2.1 Information is collated and communicated as per the organizational policies and procedures. 2.2 External assistance is coordinated in accordance with organization policies and procedures. 2.3 Internal and external communication is controlled in accordance with the emergency response plan
3. Coordinate emergency responses	3.1 Feedback relating to progress is conveyed as per the work place procedures. 3.2 Responses and tactics are modified and reassessed in accordance with the status of the emergency.

	3.3 Periodic 'time outs 'is conducted as per the organizational communication program.
4. Assess emergency response/actions	4.1 Emergency information is collected and assessed as per the organizational procedures. 4.2 *Mitigation strategies* are established based on future stages of the emergency in accordance to work place requirements.
5. Undertake post-emergency evaluation	5.1 Post-response evaluation is undertaken based on emergency response plan and *regulatory framework*. 5.2 Modification and adjustments to the emergency response plans are communicate as per the SOPs 5.3 Emergency response planning exercises and training are reviewed and modified in light of the outcomes of the emergency response evaluation.

RANGE

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

Variable	Range
1. Regulatory framework includes but not limited to:	• legislative requirements, including work health and safety (WHS) • industry codes of practice and guidelines • environmental regulations and guidelines • Australian and other standards • license and certification requirements
2. Mitigation strategies include but not limited to:	• Preventing future emergencies or minimizing their effects

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:
- Critical Thinking
- Decision Making
- Communication
- Time Management
- Organization
- Delegation

Required knowledge
The individual needs to demonstrate knowledge of:
- Organizational procedures, including those covering:
- Safety, hazards and hazard control
- Incident, fire and accident
- Environmental protection
- Risk assessment/risk management
- Personal protective equipment (PPE)
- Relevant facility fire management and safety systems
- Communication systems
- Emergency response plans

EVIDENCE GUIDE
This provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge and range.

1. Critical Aspects of Competency	Assessment requires evidence that the candidate: 1.1 Analyze emergency information 1.2 Carry out emergency response 1.3 Coordinate emergency responses 1.4 Assess emergency response/actions 1.5 Undertake post-emergency evaluation
2. Resource Implications	The following resources should be provided: 2.1 Access to relevant workplace where assessment can take place 2.2 Appropriately simulated environment where

		assessment can take place
		2.3 Resources relevant to proposed activity or task
3.	Methods of Assessment	Competency may be accessed through: 3.1 Observation 3.2 Written tests 3.3 Oral questioning 3.4 Assignments
4.	Context of Assessment	Competency may be assessed: 4.1 On-the- job 4.2 Off the job 4.3 Work place attachment 4.4 Off the job assessment must be undertaken in a closely simulated workplace environment.
5.	Guidance information for assessment	Holistic assessment with other units relevant to the industry sector, workplace and job roles is recommended. Attitude is assessed alongside supervising aviation practices.