

# EMERGENCY MANAGEMENT



Tai Poutini  
Polytechnic  
NEW ZEALAND

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## ABOUT TPP TAI POUTINI POLYTECHNIC

At TPP we're serious about education. Our tutors are all experts in their field, have excellent industry connections and are passionate about teaching. They want you to learn the skills you need to succeed.

We offer a wide range of practical programmes, with a focus on vocational

education and applied skills. All TPP programmes have NZQA approval and are designed to give you a strong foundation in your chosen career.

Tai Poutini Polytechnic has campuses in Auckland, Christchurch, Wanaka, Westport, Greymouth and Reefton, and offers industry training throughout NZ.

Applying to enrol as a student at Tai Poutini Polytechnic is simple. If you require more information or wish to speak directly with a tutor please email us at [study@tpp.ac.nz](mailto:study@tpp.ac.nz) or call 0800 TPP INFO.

# ABOUT EMSAR

## EMERGENCY MANAGEMENT SEARCH AND RESCUE

EMSAR is committed to preparing and supporting today's emergency management and search & rescue professionals. We provide a continuum of quality accredited NZSAR, civil defence and emergency management training and education.

Our tutors' extensive experience in emergency management and search & rescue gives you a credible one stop shop for all training and advice. We will work with you to develop a comprehensive training solution.

We look forward to helping you to prepare today, for whatever tomorrow holds.

# CIMS 2

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**LEVEL:** Level 2

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**CREDIT VALUE:** 2 credits

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**DURATION:** 1 day

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**TIME:** 8.30am to 5pm (approx)

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**START DATE:** Multiple intakes

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**END DATE:** Varies

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**LOCATION:** Available nationwide

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**2018 DOMESTIC FEE:**

Price on application. Funded for Civil Defence Volunteers

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\*Conditions apply. Visit [www.tpp.ac.nz/conditions](http://www.tpp.ac.nz/conditions)

## WHAT WILL YOU STUDY ?

This is an introduction to the use of CIMS (coordinated incident management system) in an emergency response. It will enable participants to describe:

- the roles and principals of CIMS
- the functions, structure and terms used in the CIMS framework
- the basic CIMS documentation

The course covers CIMS terminology, the 4Rs, CIMS principles, response levels, incident Management team functions, concepts of control and command, and designated CIMS facilities needed at a response.

## PROGRAMME STRUCTURE AND WORKLOAD

This course is available either online, or as a one day face-to-face classroom based course.

The CIMS2 one day block course is suitable for those who need an introduction and overview of CIMS.

The course is particularly appropriate for all those involved in emergency management at a response level, including field team members and leaders. It would also be a useful introduction to CIMS for those working in a support role in a coordination centre. The one day block course provides opportunity for face-to-face learning and inter-agency networking.

## UNIT STANDARDS

- US17279 - Demonstrate knowledge of the Coordinated Incident Management System. Level 2, 2 credits

## FURTHER STUDY PATHWAYS

CIMS2 online is suitable for those who intend to do the three day CIMS4 block course. CIMS2 is the prerequisite for CIMS4.

# CIMS 4

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**LEVEL:** Level 4

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**CREDIT VALUE:** 6 credits

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**DURATION:** 3 days

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**TIME:** 8.30am to 5pm (approx)

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**START DATE:** Multiple intakes

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**END DATE:** Varies

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**LOCATION:** Available nationwide

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**2018 DOMESTIC FEE:**

Price on application. Funded for Civil Defence Volunteers

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\*Conditions apply. Visit [www.tpp.ac.nz/conditions](http://www.tpp.ac.nz/conditions)

## WHAT WILL YOU STUDY ?

A new course incorporating the revised standards and recent changes in legislation. This comprehensive 3 day course equips students to fully participate in CIMS based incident management teams. The course is a balanced mix of essential theory and applied scenario based sessions that facilitate a thoughtful and hands-on approach to learning. A diverse range of emergency situations are dealt with during the course with an emphasis on gaining situational awareness, action planning and communication skills.

This course also includes:

- an overview of Civil Defence structures
- a review of emergency management legislation including the Health and Safety at Work Act 2015
- consideration of the 2016 amendments to the Civil Defence Emergency Management Act 2002
- an overview of the role and powers of a Civil Defence Controller

## PRE COURSE WORK

Some pre-course work is required and will be available on-line, no later than 2 weeks prior to the course.

## POST COURSE WORK

There is no post course work.

## UNIT STANDARDS

- US29553 - Demonstrate knowledge of CIMS related roles and Action Plan process in an incident. Level 4, 2 credits
- US29554 - Demonstrate situational awareness, action planning and communication skills in an incident within a CIMS framework. Level 4, 2 credits
- US7335 - Demonstrate knowledge of the role and powers of a controller in a declared emergency. Level 2, 2 credits

## PREREQUISITE

- US17279 - Demonstrate knowledge of the coordinated incident management system (CIMS) Level 2, 2 credits (available as a distance learning package)

# EMERGENCY OPERATIONS CENTRE (EOC)

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**LEVEL:** 3

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**CREDIT VALUE:** 3 credits

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**DURATION:** 1 day

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**TIME:** 8.30am to 5pm (approx)

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**START DATE:** Multiple intakes

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**END DATE:** Varies

---

**LOCATION:** Available nationwide

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**2018 DOMESTIC FEE:**

Price on application. Possibly funded for Civil Defence volunteers

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\*Conditions apply. Visit [www.tpp.ac.nz/conditions](http://www.tpp.ac.nz/conditions)

- consideration of the 2016 amendments to the Civil Defence Emergency Management Act 2002
- an overview of the role and powers of a Civil Defence Controller

**PRE COURSE WORK**

Some pre-course work is required and will be available on-line.

**UNIT STANDARDS**

- US23696 - Demonstrate knowledge of and provide support at a CDEM emergency operations centre (EOC). Level 3, 3 credits

**PREREQUISITE**

- US17279 - Demonstrate knowledge of the coordinated incident management system (CIMS) Level 2, 2 credits (available as a distance learning package)

**WHAT WILL YOU STUDY ?**

The functions and structure of a CDEM EOC. The roles and responsibilities of staff in an EOC. The CDEM EOC activation and deactivation procedures for an emergency. Act as a support staff member at a CDEM EOC.

This course also includes:

- an overview of Civil Defence structures
- a review of emergency management legislation including the Health and Safety at Work Act 2015



# CIVIL DEFENCE CENTRE FUNCTIONS (WELFARE)

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**LEVEL:** 2

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**CREDIT VALUE:** 5 credits

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**DURATION:** 1 day

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**TIME:** 9am - 5pm

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**START DATE:** Multiple intakes

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**END DATE:** Varies

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**LOCATION:** Available nationwide

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**2018 DOMESTIC FEE:**

Price on application. Funded for Civil Defence Volunteers.

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\*Conditions apply. Visit [www.tpp.ac.nz/conditions](http://www.tpp.ac.nz/conditions)

## WHAT WILL YOU STUDY ?

This course provides an introduction to the CDEM welfare framework and arrangements, roles and responsibilities. It covers the “what”, “who” and “how to” of operating in a CDEM welfare centre or temporary animal shelter. Students will also have an introduction into dealing with people from different cultures.

Students will be placed in a scenario based situation on how to work as volunteers within an established Welfare Centre in an emergency. Emphasis is placed on team work and communicating with people from diverse backgrounds.

This is an introduction course into CDEM Welfare that is suitable for students who are interested in, or are part of, the emergency service field.

## UNIT STANDARDS

- US7336 - Demonstrate knowledge of welfare centre functions during an emergency. Level 2, 3 credits.
- US3483 - Fill in a form. Level 1, 2 credits.





# WELFARE SUPERVISOR

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**LEVEL:** 4

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**CREDIT VALUE:** 5 credits

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**DURATION:** 1 day

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**TIME:** 8.30am - 5pm (approx)

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**START DATE:** Multiple intakes

---

**END DATE:** Varies

---

**LOCATION:** Available nationwide

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**2018 DOMESTIC FEE:**

Price on application. Funded for Civil Defence Volunteers.

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\*Conditions apply. Visit [www.tpp.ac.nz/conditions](http://www.tpp.ac.nz/conditions)

**WHAT WILL YOU STUDY ?**

This fun course is a mix of practical and theory. The course builds on learning from the “Work in a Civil Defence Centre” course. Students look in more detail at the agencies that may be involved in a civil defence centre and templates provided by the Ministry of Civil Defence and Emergency Management to assist centre activities. The course also looks at activating a civil defence centre, allocating centre responsibilities and supervising centre activities. This course is often multi agency and is a great way for students to build relationships with other

agencies locally and gain a greater understanding of each others roles and capacities.

This course is ideal for those who may respond to an emergency as part of an organisation and have a supervisory role within a Civil Defence Centre.

The Welfare course reflects the updates as per Welfare Services in an Emergency issued by The Ministry of Civil Defence and Emergency Management in 2015.

**PRE COURSE WORK**

Online based learning including readings using Tai Poutini Polytechnic’s VLE (Virtual Learning Experience).

**POST COURSE WORK**

Online based study and portfolio collection.

**UNIT STANDARDS**

- US7330 - Supervise a welfare centre during an emergency. Level 4, 5 credits

**PREREQUISITE**

- US7336 - Demonstrate knowledge of welfare centre functions during an emergency. Level 2, 3 credits

# SAFE LIFTING, BACK INJURY PREVENTION

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**LEVEL:** Level 2 & 3

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**CREDIT VALUE:** 7 Credits

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**DURATION:** 3 days

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**START DATE:** Multiple intakes per year

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**LOCATION:** Available nationwide

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**2018 DOMESTIC FEE:**

Price on application

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\*Conditions apply. Visit [www.tpp.ac.nz/conditions](http://www.tpp.ac.nz/conditions)

## WHAT WILL YOU STUDY ?

This course has been designed for people who require knowledge & skills for back injury prevention and manual handling in the workplace.

Graduates will be able to identify the risk factors for occupational back injury; identify back care techniques; and identify work place control measures to reduce the risk of back injury.

These units will enable people to demonstrate knowledge of types of manual handling risks, describe injury risk reduction measures for manual handling, use safe manual handling practices with mechanical aids, and use safe manual handling practices without mechanical aids in the workplace.

Tai Poutini Polytechnic also provides more specialised training to suit individual industry and workplace needs.

- Unit 17459: Demonstrate and apply knowledge of safe handling practices in the workplace. Level 2, 3 credits
- Unit 17592: Identify the causes of back injury and methods to prevent back injuries in the workplace. Level 3, 4 credits

# FIRST AID

	CFA Op 1	CFA Op 2	CPR	FAR
<b>LEVEL:</b>	2	2	2	2
<b>CREDIT VALUE:</b>	4	2+	1	N/A

**DURATION:** Block courses

**START DATE:** Multiple intakes per year

**LOCATION:** Available nationwide

## 2018 DOMESTIC FEE:

Visit [www.tpp.ac.nz](http://www.tpp.ac.nz) for further information on fees. Funded for Civil Defence Volunteers.

\*Conditions apply. Visit [www.tpp.ac.nz/conditions](http://www.tpp.ac.nz/conditions)

## WHAT WILL YOU STUDY?

Tai Poutini Polytechnic is currently offering the following courses:

### OPTION 1: COMPREHENSIVE FIRST AID (CFA)

This course is aimed at people who have never completed or do not have a current First Aid Qualification and is delivered over two days. It includes the following NZQA Unit Standards:

- Unit 6400: Manage first aid in emergency situations
- Unit 6401: Provide first aid until help arrives
- Unit 6402: Provide resuscitation

Units cover both trauma and medical subjects such as fractures, burns, major wounds, internal bleeding, head injuries, environmental conditions, anaphylaxis and spinal injuries, shock and bleeding, soft tissue injuries, poisoning, heart attack, asthma, diabetes, stroke and seizure, obstructed airways and CPR.

This option covers workplace first aid as required by Health & Safety regulations.

### OPTION 2: FIRST AID AS A LIFE SKILL

This course takes approx 12 hours to complete and is held over two days. It includes the following unit standards.

- Unit 26551: Provide first aid for life threatening conditions.
- Unit 26552: Demonstrate knowledge of common first aid conditions & how to respond to them.

It will also be possible to add as an elective in the above course the following:

- Unit 25459: Provide first aid for young children.
- Unit 6400: Manage first aid in emergency situations

**CPR**

This course covers basic CPR and airway obstruction and takes approximately 3 hours to complete. It includes the following NZQA unit standard.

Unit 6402: Provide resuscitation Level 2

Extra subjects can be added to these courses to cover your workplace needs.

**FIRST AID REFRESHER (FAR)**

This course is aimed at people who have held a current First Aid Certificate for under two years. The unit covers almost the same subjects as the Comprehensive First Aid Course in less detail and is intended to refresh a person's understanding and to update any changes that have been made by the New Zealand Resuscitation Council.

This course is delivered over one day.

**DE-FIB**

This 4 hour course covers scene and hazard assessment, CPR plus Automated External Defibrillator (AED).





**FIRST AID**

We do not set a closing date for applications. The Polytechnic reserves the right to not accept late applications, i.e., after the programme has started.

You will be offered a place subject to meeting the entry and selection requirements and the availability of places on the programme.

The Polytechnic reserves the right to cancel, prior to commencement, any programme which does not attract a minimum number of students.

# HOW TO APPLY

**Check out our website or contact us if you have further questions about entry requirements for your chosen programme  
We look forward to hearing from you.**



# 1

**Decide on your programme**

# 2

**Either free phone 0800 TPP INFO (within NZ only) and ask for an application pack or click the 'Enrol Now' link on our website**

# 3

**Complete and return your enrolment form (please get in touch if you need help). We'll assess your application and get back to you as soon as we can**

Full entry criteria and selection criteria available at [www.tpp.ac.nz](http://www.tpp.ac.nz)

For further information on awards and scholarships please refer to our Student information brochure

# CONTACT DETAILS

## TPP

0800 TPP INFO

(03) 769 9400

[tpp.ac.nz/emsar](http://tpp.ac.nz/emsar)

[study@tpp.ac.nz](mailto:study@tpp.ac.nz)

Private Bag 607  
Greymouth 7840

v20171121

## THE TAI POUTINI "EDGE"

Tai Poutini is nestled between the wild Tasman Sea and the grand Southern Alps. People who live on the West Coast know what it takes to live on the edge. Confidence, skills and a "can do, will do" attitude set them apart.

TPP graduates are out there on the edge doing it!

He aha te mea nui o te ao?

He tangata, he tangata, he tangata!

What is the most important thing in the world?

It is people, it is people, it is people!