SFJ CO1 – SQA Unit Code H55P 04

Maintain information on fire and rescue operational resources

Overview

What is the unit about?

This unit is about using a range of communication and mobilising equipment to keep up-to-date information and records on the operational resources available to you.

Who is the unit for?

The unit is recommended for control room staff.

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Performance criteria

You must be able to:

P1 monitor the availability of resources in your area of responsibility to meet organisational demands
P2 control the availability of resources according to your level of responsibility
P3 identify anything that affects the availability of resources and take action to deal with shortfalls
P4 refer requests that are beyond your level of authority to the relevant people
P5 monitor information to support decisions on operational cover
P6 update records relevant to resource status when you have confirmed the information you receive
P7 make sure your records are in the agreed format, accurate, complete and make these available to authorised users
P8 communicate with people in a way that is constructive, supportive and promotes co-operation and a positive image of your organisation
P9 operate within your agreed level of responsibility and authority

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Knowledge and understanding

Health and safety

You need to know and understand:

K1 hazards and risks of the workplace affecting people and the environment
K2 how to apply practices that maximise the health, safety and welfare of yourself and others in the workplace
K3 how to make and apply decisions based on the assessment of risk

Organisational

You need to know and understand:

K4 applicable fire service or other legislation
K5 how to access, interpret and provide relevant information from a wide range of sources, including feedback
K6 your organisation's objectives, systems of work and working practices
K7 how to provide information to influence change or improve service delivery
K8 record systems and their use
K9 sources and availability of information

Personal and Interpersonal

You need to know and understand:

K10 how to communicate clearly and effectively with the range of people involved
K11 how to treat colleagues and members of the public with respect and consideration, taking account of, and accepting, diversity
K12 lines and methods of communication/reporting in the workplace
K13 roles, responsibilities and limits of authority of self, others and other agencies in the workplace
K14 how to solve problems and make decisions and plan for contingencies

Technical

You need to know and understand:

K15 how to interpret information of different types and from a range of sources
K16 how to use appropriate mobilising systems and resources
K17 matching and using resources to meet objectives
K18 the availability and access to internal and external resources and support
K19 your geographical area of responsibility, including its people and risks and key sources of information
K20 the requirements for availability, operational readiness and response to human and physical resources

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Additional Information

Scope/range related to performance criteria

This unit includes maintaining the following types of records:

1. written
2. computerised
3. video
4. audio
5. audio visual

about the following types of resources:

6. operational appliances and equipment
7. personnel, including officers and specialists

Links to other NOS

This unit links to CO2, CO3, CO4, CO5, CO6

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