
Overview

Part of any organisation's contingency planning should be the development of disaster plan. In order for organisations to be disaster-ready they need to be prepared. This unit covers conducting a risk assessment, developing a plan to minimise effects of a disaster and implementing a number of steps that ensure that the organisation is ready to react to a disaster.

**Performance
criteria**

You must be able to:

Conduct a risk assessment

- P1 identify potential disasters, building weaknesses or potential weaknesses
- P2 identify the implications of any action to mitigate the disaster, including the threats posed
- P3 identify and cost potential solutions
- P4 identify actions that could be taken immediately to minimise the effects of potential disasters
- P5 obtain specialist advice where necessary
- P6 analyse and record the suggested response to potential disasters

You must be able to:

Develop a disaster plan

- P7 describe the threats posed to the organisation from potential disasters and the likely response to those disasters
- P8 identify different models of disaster planning
- P9 consult with specialists where necessary
- P10 describe how the identified threats can be minimised
- P11 produce a written disaster plan
- P12 outline potential rescue opportunities in the event of a disaster and the procedures that should be followed
- P13 list all the resources that may be required along with details of where they are located
- P14 outline the command structure in the event of a disaster
- P15 identify secure off-site locations for critical information and resources
- P16 record a procedure for regular review of the disaster plan
- P17 describe how the organisation will communicate with staff, stakeholders and the media in the event of a disaster

You must be able to:

Implement disaster readiness measures

- P18 implement actions that could be taken immediately to minimise the effects of potential disasters
- P19 obtain specialist advice where necessary
- P20 provide a store of resources for use in a disaster
- P21 communicate disaster plans to those with responsibilities under the plan
- P22 identify training needs for those with responsibilities under the plan
- P23 conduct training and simulated disasters to test the effectiveness of the disaster plan

Knowledge and understanding

You need to know and understand:

- K1 The appropriate service intervals for electrical equipment and building systems
- K2 Where specialist advice could be sought
- K3 Potential disasters which could occur
- K4 The limits of personal responsibility in a disaster situation
- K5 The level of risk associated with different disaster responses
- K6 The vulnerability of the organisation to different disasters
- K7 How the response to one disaster can create further problems
- K8 The implications of disasters occurring out of hours
- K9 What constitutes a disaster
- K10 The types of information that should be kept securely, off-site
- K11 Why the command structure might be different in the event of a disaster
- K12 Where specialist advice could be sought
- K13 How all contingencies have been explored
- K14 How the simulations have tested the effectiveness of the plan
- K15 What resources and rescue materials would be required
- K16 Why disaster simulations are important

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Prepare for potential disasters

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