

Overview

This standard is about developing, maintaining and evaluating emergency plans and arrangements to enable the reduction, control or mitigation of the effects of emergencies and provide a framework for the long term recovery of communities affected by emergencies.

Target group

This standard is recommended for those who are involved in the development, maintenance and evaluation of emergency plans and arrangements.

Performance criteria

You must be able to:

1. develop plans and arrangements through consultation with those in your organisation and other partners likely to be involved in emergency responses in accordance with organisational requirements
2. confirm required aims, scope and objectives of plans and arrangements in accordance with organisational requirements
3. develop plans and arrangements in accordance with organisational requirements and guidelines and with regard to:
 - 3.1 relevant risk assessments
 - 3.2 characteristics of localities
 - 3.3 the welfare of vulnerable groups and wider communities
4. provide a framework for management, co-ordination and control in accordance with organisational requirements and including:
 - 4.1 procedures for enabling risk mitigation
 - 4.2 procedures for determining whether an emergency has occurred
 - 4.3 roles and responsibilities of responders
 - 4.4 procedures for alerting staff and activating response arrangements
 - 4.5 provision of resources
 - 4.6 provision of resilient information and communications systems
 - 4.7 arrangements to warn, inform and advise communities
5. raise awareness of emergency plans and arrangements in accordance with organisational requirements
6. confirm the provision of training for relevant staff or other persons in accordance with organisational requirements
7. confirm provision of exercises to validate and practice plans and arrangements in accordance with organisational requirements
8. maintain records of key decisions agreed in planning processes in accordance with organisational requirements
9. present plans and arrangements in accordance with organisational requirements
10. confirm ownership of plans and arrangements by senior managers and decision makers in accordance with organisational requirements
11. arrange circulation of all or part of emergency plans, in accordance with organisational requirements
12. check systems are in place to keep plans up to date in response to changes within the organisation in accordance with organisational requirements
13. review plans systematically in line with current risk assessments, lessons identified from incidents and exercises, and any changes to guidance and legislation

Knowledge and understanding

You need to know and understand:

1. the importance of involving those in the planning process who are likely to use, or be guided by, the plans and arrangements
2. when plans and arrangements require collaborative working with other agencies
3. roles and structure of local and regional forums or partnerships for co-operation on emergency planning
4. how to confirm aims, scope and objectives of emergency plans and arrangements
5. the purpose of generic and specific emergency plans
6. principles of Integrated Emergency Management (IEM)
7. the emergency planning cycle
8. available national, regional and local risk assessments, and their role in emergency planning
9. likelihood and consequences of risks for which the plan is being created
10. potential impacts of emergencies on people in your area of responsibility
11. potential impacts of emergencies on the environment
12. how to identify aspects of emergency planning which can be addressed by training or exercising
13. resources, infrastructure and communities of the local area
14. information needs following an emergency
15. your organisation's service delivery priorities
16. methods of raising awareness of emergency plans and arrangements
17. legislation, regulations and related guidance relevant to emergency planning

Behaviours

Listed below are the main generic behaviours which need to be applied. These are explicit/implicit in the detailed content of the standard and are listed here as additional information:

- 1 community minded
- 2 determined
- 3 empathetic
- 4 flexible
- 5 investigative
- 6 open minded
- 7 realistic

Skills

Listed below are the main generic skills which need to be applied. These are explicit/implicit in the detailed content of the standard and are listed here as additional information:

- 1 analysing
- 2 communicating
- 3 consulting
- 4 impact analysis
- 5 information management
- 6 influencing
- 7 negotiating
- 8 organising
- 9 plan/report writing
- 10 prioritisation
- 11 problem solving
- 12 project management
- 13 research
- 14 setting objectives

Glossary

Frequently used terms and how they should be interpreted in the context of the Civil Contingencies NOS:

Community

Individuals and organisations in localities including adults, children and young people, vulnerable people, residential homes, businesses, etc.

Emergency plan

An agreement to conduct a set of actions which should be understood by those who carry out the actions and guides what they do.

Generic emergency plan

A single plan designed to cope with a wide range of emergencies.

Specific emergency plan

A plan designed to cope with a specific type of emergency, where the generic plan is likely to be insufficient.

Integrated Emergency Management (IEM)

An approach to preventing and managing emergencies which entails six key activities – anticipation, assessment, prevention, preparation, response and recovery. IEM is geared to the idea of building greater overall resilience in the face of a broad range of disruptive challenges. It requires a coherent multi-agency effort.

Links to other NOS

This standard is linked to:

- 1 CCAA1 Work in co-operation with other organisations
- 2 CCAB1 Anticipate and assess the risk of emergencies
- 3 CCAE1 Create exercises to practice or validate emergency or business continuity arrangements
- 4 CCAE2 Direct and facilitate exercises to practice or validate emergency or business continuity arrangements
- 5 CCAF1 Raise awareness of the risk, potential impact and arrangements in place for emergencies

Develop, maintain and evaluate emergency plans and arrangements

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