

SFJCCAC1

Develop, maintain and evaluate emergency plans and arrangements



Overview

This unit 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 the emergency.

Target Group

The unit is recommended for those who are involved in developing, maintaining and evaluating emergency plans and arrangements.

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Performance criteria

You must be able to:

- P1 develop plans and arrangements through consultation with those in your organisation and other partners likely to be involved in an emergency response
- P2 confirm the required aim, scope and objectives of plans and arrangements
- P3 develop plans and arrangements with regard to:
 - P3.1 relevant risk assessments and the characteristics of localities
 - P3.2 the welfare of vulnerable groups and the wider community
- P4 provide a framework for management, co-ordination and control including:
 - P4.1 procedures for enabling risk mitigation
 - P4.2 procedures for determining whether an emergency has occurred
 - P4.3 roles and responsibilities of responders
 - P4.4 procedures for alerting staff and activating response arrangements
 - P4.5 provision of resources (e.g. equipment, facilities, finance)
 - P4.6 provision of resilient information and communications systems
 - P4.7 arrangements to warn, inform and advise the community
- P5 raise awareness of emergency plans and arrangements (e.g. with responders, relevant staff and the wider community)
- P6 ensure provision of training for relevant staff or other persons
- P7 ensure reference to provision of exercises to validate and practice plans and arrangements
- P8 maintain records of key decisions agreed in the planning process with and between the main parties
- P9 present plans and arrangements clearly, concisely and in ways that promote understanding
- P10 ensure ownership of plans and arrangements by senior managers and decision makers
- P11 arrange for circulation of all or part of emergency plans, where appropriate
- P12 ensure systems are in place to keep plans up to date in response to changes within the organisation
- P13 ensure plans are reviewed systematically in line with current risk assessments, lessons identified from incidents and exercises, and any changes to guidance and legislation

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Knowledge and understanding

You need to know and understand:

- K1 the importance of involving in the planning process all those who are likely to use, or be guided by, the plans and arrangements and all other relevant stakeholders
- K2 when plans and arrangements require collaborative working with other agencies (including voluntary agencies)
- K3 the roles and structure of local and regional forums for co-operation on emergency planning
- K4 how to confirm the aim, scope and objectives of emergency plans and arrangements
- K5 the purpose of generic and specific emergency plans
- K6 the principles of Integrated Emergency Management (IEM)
- K7 the emergency planning cycle
- K8 the available national, regional and local risk assessments, and their role in emergency planning
- K9 the likelihood and consequences of the risk for which the plan is being created
- K10 the potential impact of emergencies on people in your area of responsibility
- K11 the potential impact of emergencies on the environment
- K12 how to identify aspects of emergency planning which can be addressed by training or exercising
- K13 the resources, infrastructure and communities of the local area
- K14 the information needs following an emergency
- K15 your organisation's service delivery priorities
- K16 methods of raising awareness of emergency plans and arrangements
- K17 the legislation, regulations and related guidance relevant to emergency planning

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Additional Information

Behaviours

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

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

Skills

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)

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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 unit is linked to:

1. CC AA1 Work in co-operation with other organisations
2. CC AB1 Anticipate and assess the risk of emergencies
3. CC AE1 Create exercises to practice or validate emergency or business continuity arrangements
4. CC AE2 Direct and facilitate exercises to practice or validate emergency or business continuity arrangements
5. CC AF1 Raise awareness of the risk, potential impact and arrangements in place for emergencies.

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