

Create exercises to practice or validate emergency or business continuity arrangements

Overview

This standard is about developing exercises to provide collective training or validate emergency or business continuity plans and arrangements. Exercises created may also try out new solutions to problems, and validate the training which people have received in relation to their roles in an organisation's response arrangements.

Target group

This standard is recommended for those who are involved in creating civil protection exercises.

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Performance criteria

You must be able to:

1. confirm the need for exercises including their scope, aims, objectives and success criteria in accordance with organisational requirements
2. establish exercises in accordance with agreed objectives and available time and resources
3. set realistic, believable and challenging scenarios which meet exercise objectives in accordance with organisational requirements
4. create situations arising from scenarios to test or validate various aspects of plans in accordance with organisational requirements
5. involve other agencies in developing, and participating in, exercises, where appropriate in accordance with organisational requirements
6. rationalise the aims and objectives of all organisations participating in exercises in accordance with organisational requirements
7. confirm participants are aware of their roles in exercises and provide pre-exercise briefings in accordance with organisational requirements
8. check required documentation is available
9. check required facilities, equipment or other resources are available in accordance with organisational requirements
10. distinguish between feedback on the mechanics of the exercise, and lessons learned relevant to the objectives in accordance with organisational requirements
11. provide timely post-exercise reports, with recommendations for required follow-up actions in accordance with organisational requirements
12. provide post-exercise implementation reports, describing progress made on exercise recommendations in accordance with organisational requirements

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Knowledge and understanding

You need to know and understand:

1. differences between exercises which :
 - 1.1 provide collective training
 - 1.2 try out new arrangements
 - 1.3 evaluate existing arrangements
2. how and when different types of exercise can be used
3. purpose of exercises in:
 - 3.1 maintaining the currency and validity of plans
 - 3.2 identifying plan interaction weak points
 - 3.3 developing the competence of those involved
4. limitations of using exercises to evaluate existing arrangements
5. why exercises should look at reasonable worst case scenarios based on risk and planning assumptions
6. areas of potential weakness in current performance or procedures which can be addressed by an exercise
7. why it can be beneficial to involve other agencies in exercises and how best to involve them
8. implications of being involved for other organisations, including any potential constraints
9. requirements for frequency of conducting exercises
10. roles and responsibilities of exercise planners and directors
11. how to test specific aspects of plans or arrangements, including:
 - 11.1 contact list
 - 11.2 activation process
 - 11.3 communications equipment
 - 11.4 information management
12. how to set exercise objectives and ensure they have been met
13. benefits of 'hot' debrief and 'cold' debrief after the event
14. legislation, regulations and related guidance relevant to emergency planning

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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 determined
- 2 investigative
- 3 realistic
- 4 collaborative

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 assessing
- 3 briefing and debriefing
- 4 communicating
- 5 consulting
- 6 information management
- 7 organising
- 8 problem solving
- 9 project management
- 10 reporting
- 11 research
- 12 setting objectives
- 13 chairing
- 14 leadership

Glossary

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

Test

A procedure to establish the quality or reliability of an element of a plan.

Exercise

A simulation to validate an emergency or business continuity plan, rehearse key staff or test systems or procedures.

Collective training

Taking people who have completed individual training and training them to work as a team to complete a task.

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Discussion-based exercise

A 'talk-through' of response arrangements.

Tabletop exercise

A simulation, usually run in a single room or series of rooms.

Live exercise

A realistic rehearsal or 'practice drill'.

'Hot' debrief

Debrief immediately after an event.

'Cold' debrief

Debrief some time after an event (e.g. a written assessment).

Links to other NOS

This standard is linked to:

- 1 CCAA1 Work in co-operation with other organisations
- 2 CCAC1 Develop, maintain and evaluate emergency plans and arrangements
- 3 CCAD1 Develop, maintain and evaluate business continuity plans and arrangements
- 4 CCAE2 Direct and facilitate exercises to practice or validate emergency or business continuity arrangements

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