

SFJCCAE1

Create exercises to practice or validate emergency or business continuity arrangements



Overview

This unit 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

The unit is recommended for those who are involved in creating civil protection exercises

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Performance criteria

You must be able to:

- P1 identify the need for an exercise and its scope, aim and objectives
- P2 establish the type of exercise (e.g. discussion-based, table top or live) in accordance with the objectives and available time and resources
- P3 set a scenario which meets the exercise objectives
- P4 create situations arising from the scenario to test or validate various aspects of plans
- P5 involve other agencies in developing, and participating in, exercises, where appropriate
- P6 rationalise the aim and objectives of all organisations participating in the exercise
- P7 ensure all participants are aware of their roles in the exercise and provide pre-exercise briefings
- P8 ensure the required documentation is available (e.g. storyline, message injects, checklists, evaluation forms etc)
- P9 ensure any required facilities, equipment or other resources are available
- P10 distinguish between feedback on the mechanics of the exercise, and lessons learned relevant to the objectives
- P11 provide a timely post-exercise report, with recommendations for any required follow-up actions
- P12 provide a post-exercise implementation report, describing progress made on exercise recommendations

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Knowledge and understanding

You need to know and understand:

- K1 the difference between exercises which are to:
 - K1.1 provide collective training
 - K1.2 try out new arrangements
 - K1.3 evaluate existing arrangements
- K2 how and when different types of exercise can be used
- K3 the purpose of exercises in maintaining the currency and validity of plans and developing the competence of those involved
- K4 the limitations of using exercises to evaluate existing arrangements
- K5 areas of potential weakness in current performance or procedures which can be addressed by an exercise
- K6 why it can be beneficial to involve other agencies in exercises and how best to involve them
- K7 the implications of being involved for other organisations, including any potential constraints
- K8 requirements for frequency of conducting exercises
- K9 the roles and responsibilities of exercise planners and directors
- K10 how to test specific aspects of plans or arrangements e.g. contact list, activation process, communications equipment, information management
- K11 how to set exercise objectives and ensure they have been met
- K12 the benefits of 'hot' debrief and 'cold' debrief after the event
- K13 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. determined
2. investigative
3. realistic

Skills

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

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

Discussion-based Exercise

A 'talk-through' of response arrangements

Tabletop Exercise

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

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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 unit is linked to

1. CC AA1 Work in co-operation with other organisations
2. CC AC1 Develop, maintain and evaluate emergency plans and arrangements
3. CC AD1 Develop, maintain and evaluate business continuity plans and arrangements
4. CC AE2 Direct and facilitate exercises to practice or validate emergency or business continuity arrangements

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