

Direct and facilitate exercises to practice or validate emergency or business continuity arrangements

Overview

This standard is about directing and facilitating exercises to test or validate plans, processes and arrangements.

Target group

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

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Performance criteria

You must be able to:

1. confirm directing staff are aware of their roles in exercises in accordance with organisational requirements
2. check that you can communicate with all directing staff throughout the exercises in accordance with organisational requirements
3. provide clear direction to participants throughout the exercises in accordance with organisational guidelines
4. present introductory information/briefing at the start of exercises in accordance with organisational requirements
5. manage timings of exercises in accordance with organisational requirements
6. take responsibility for the start, progress, delay, abandonment, or end of exercises in accordance with organisational requirements
7. anticipate problems that might occur during exercises and act accordingly should they do so in accordance with organisational requirements
8. respond to events as they occur, using appropriate methods to keep the exercise on track or to add extra pressure if required
9. conduct feedback elements of exercises with clarity and brevity in accordance with organisational requirements
10. maintain an overview of the progress of exercises in accordance with organisational requirements
11. log events to enable production of post-exercise reports in accordance with organisational requirements
12. conduct debriefing and evaluation with participants following exercises in accordance with organisational requirements
13. distinguish between feedback on the mechanics of exercises, and lessons learned relevant to the objectives 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 exercises can be used
3. the purpose of exercises in maintaining currency and validity of plans and developing competence of those involved
4. areas of potential weakness in current performance or procedures which can be addressed by exercises
5. roles of directing staff within exercises
6. aims, objectives, scope, timing, structure, mechanics and all information relevant to the exercise you are directing
7. broad roles and responsibilities of the organisations participating in exercises
8. how to identify when to intervene with exercise play should participants stray too far from the exercise objectives
9. how to identify when all or most of the exercise objectives have been met
10. benefits of 'hot' debrief and 'cold' debrief after events
11. 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 confident
- 5 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 facilitating
- 11 decision making
- 12 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.

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 CCAE1 Create exercises to practice or validate emergency or business continuity arrangements
- 5 CCAE3 Conduct debriefing after an emergency, exercise or other activity

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