

## SFJCCAE2

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



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### Overview

This unit is about directing and facilitating exercises to test or validate the relevant plans, processes and arrangements

### Target Group

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

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#### Performance criteria

*You must be able to:*

- P1 ensure all directing staff are aware of their roles in the exercise
- P2 ensure that you can communicate with all directing staff throughout the exercise
- P3 provide clear direction to all participants throughout the exercise
- P4 present any introductory information/briefing at the start of the exercise
- P5 manage the timing of the exercise
- P6 provide an authoritative presence and take responsibility for the start, progress, delay, abandonment, or end of the exercise
- P7 anticipate any problems that might occur during the exercise and act accordingly should they do so
- P8 ensure that any feedback elements of the exercise are conducted with clarity and brevity
- P9 maintain an overview of the progress of the exercise
- P10 log events to enable production of a post-exercise report
- P11 conduct debriefing and evaluation with participants following the exercise
- P12 distinguish between feedback on the mechanics of the exercise, and lessons learned relevant to the objectives

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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 areas of potential weakness in current performance or procedures which can be addressed by an exercise
- K5 the roles of exercise directing staff, e.g. observers, umpires, drivers
- K6 the aim, objectives, scope, timing, structure, mechanics and all information relevant to the exercise you are directing
- K7 the broad roles and responsibilities of all of the organisations participating in the exercise
- K8 how to identify when to intervene with exercise play should participants stray too far from the exercise objectives
- K9 how to identify when all or most of the exercise objectives have been met
- K10 the benefits of 'hot' debrief and 'cold' debrief after the event
- K11 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. teaching

#### 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

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#### **`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 AE1 Create exercises to practice or validate emergency or business continuity arrangements
5. CC AE3 Conduct debriefing after an emergency, exercise or other activity

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