

## SFJCCAE3

# Conduct debriefing after an emergency, exercise or other activity



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### Overview

This unit is about conducting debriefing with individuals or groups following an emergency, exercise or other activity. It includes facilitating the debriefing in a manner which recognises successful performance, identifies lessons to be learned and enables review of relevant plans and arrangements.

### Target Group

The unit is recommended for those who conduct debriefings following an emergency, exercise or other activity.

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#### Performance criteria

*You must be able to:*

- P1 gather and review relevant information required for the debriefing
- P2 ensure that any resources or facilities needed for debriefing are available
- P3 ensure that those who should participate in the debriefing have been identified and encouraged to attend
- P4 ensure all participants are provided with the required information
- P5 identify key issues and questions to be considered in the debriefing
- P6 facilitate the debriefing in a structured and organised way
- P7 provide constructive feedback to those involved, and encourage their contributions
- P8 recognise successful actions and acknowledge effective performance
- P9 identify and prioritise opportunities to improve future planning and response
- P10 disseminate the results of the debriefing to relevant people in accordance with your organisation's protocols, to support future planning and response
- P11 maintain comprehensive, accurate records of the debriefing in accordance with your organisation's protocols (e.g. prepare a debrief report)

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#### Knowledge and understanding

*You need to know and understand:*

- K1 the reasons for debriefing after an emergency, exercise or other activity
- K2 the benefits of 'hot' debrief and 'cold' debrief after an event
- K3 the type and extent of information required prior to the debriefing
- K4 how to plan and structure a debriefing
- K5 the types of resources or facilities needed for debriefing
- K6 the roles and responsibilities of those conducting a debriefing
- K7 who should participate in the debriefing and how to encourage their attendance
- K8 the information which should be provided for participants
- K9 how to provide clear and constructive feedback
- K10 why individuals may have different perceptions of what happened during an event
- K11 why it may be necessary to treat contributions to the debriefing as confidential
- K12 how to agree learning points and relate these to future planning and response
- K13 your organisation's protocols for maintaining records and developing action plans
- K14 how to communicate the outcomes of debriefing with the relevant people
- K15 your organisation's protocols for ensuring that actions agreed at a debriefing are implemented, monitored and reviewed

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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. collaborative
2. constructive
3. determined
4. investigative
5. open minded
6. realistic

#### Skills

1. analysing
2. communicating
3. consulting
4. facilitating
5. information management
6. listening
7. organising
8. prioritising
9. problem solving
10. report writing

#### Glossary

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

##### **`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 AE2 Direct and facilitate exercises to practice or validate emergency or business continuity arrangements
2. CC AG2 Respond to emergencies at the tactical (silver) level
3. CC AG3 Respond to emergencies at the operational (bronze) level

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| <b>Developed by</b> | Skills for Justice |
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| <b>Originating organisation</b> | Skills for Justice |
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| <b>Relevant occupations</b> | Health, Public Services and Care; Public Service Professionals |
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| <b>Key words</b> | debriefing individuals and groups |
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