

## SKAC256

# Respond to emergencies and major incidents during an expedition



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### Overview

However good the plans, policies and procedures for an expedition are, emergencies may occur and these need to be effectively managed.

Emergencies and major incidents are likely to include (in so far as these things have an impact on the expedition):

1. injuries
2. illnesses
3. disruption to travel
4. security threats
5. missing persons
6. emotional distress
7. loss of property
8. failure of supplies
9. failure of equipment
10. loss of communications

The unit is recommended for Expedition Managers and Leaders.

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### Performance criteria

*You must be able to:*

- P1 ensure that you and all those involved in the expedition have the necessary information about:
  - P1.1 the procedures that are in place
  - P1.2 roles and responsibilities of themselves and others
  - P1.3 sources of help and information
- P2 assess the nature and extent of the emergency/incident and secure the safety of the group
- P3 assess the implications of the emergency/incident for the expedition
- P4 identify the agreed procedures to follow for the emergency/incident and the situation and select an appropriate response
- P5 monitor for changes during the emergency/ incident and react appropriately
- P6 where necessary, consult with other stakeholders to agree an appropriate response
- P7 evaluate the effectiveness of the response, taking alternative action where necessary
- P8 communicate clearly with others throughout the emergency/incident
- P9 ensure that all those involved in the emergency/incident remain focused on achieving a positive outcome
- P10 where appropriate, hand over control of the situation to a competent authority and continue to provide them with the necessary information
- P11 complete all necessary reports and other records

# SKAC256

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### Knowledge and understanding

*You need to know and understand:*

#### **General knowledge and understanding**

- K1 explain the importance of having and applying emergency plans and procedures for expeditions
- K2 identify the general types of emergencies and contingencies that may occur during expeditions, including:
  - K2.1 injuries
  - K2.2 illnesses
  - K2.3 security threats
  - K2.4 missing persons
  - K2.5 emotional distress
  - K2.6 loss of property
  - K2.7 failure of supplies
  - K2.8 failure of equipment
  - K2.9 loss of communications
  - K2.10 adverse weather
- K3 describe the types of skills, knowledge and resources an expedition may need to cope with these types of emergencies
- K4 identify the general procedures to follow in the event of these types of emergencies
- K5 explain the importance of constantly monitoring for possible emergencies during expeditions
- K6 explain the importance of consulting with expedition members and other stakeholders when deciding how to respond to an emergency or major incident and situations in which you may need to do this
- K7 explain why it is important to communicate clearly with others when managing an emergency or contingency
- K8 describe the types of information that may need to be communicated during an emergency/incident and what types of information should be treated confidentially
- K9 explain why it is important for all those involved in the emergency/incident to remain focused on achieving a positive outcome
- K10 explain the importance of having back-up procedures when the first response is not effective
- K11 explain why it is important to hand over control to a competent authority at some point and describe what types of information you could continue to give
- K12 explain why it is important to keep records of emergencies and other types of incidents
- K13 explain why it is important to evaluate procedures and report on their effectiveness

## SKAC256

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*You need to know and understand:*

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#### **Industry/sector specific knowledge and understanding**

- K14 identify typical types of emergencies and contingencies that could happen in the expeditions you are involved in
- K15 describe typical emergency and back-up procedures for these types of events

*You need to know and understand:*

#### **Context specific knowledge and understanding**

- K16 describe your own responsibilities for emergency/incident procedures and the responsibilities of others

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### Additional Information

#### Skills

Listed below are the main generic 'skills' which need to be applied in this unit. These skills are explicit/implicit in the detailed content of the unit and are listed here as additional information.

1. Information management
2. Communication
3. Training and development
4. Risk analysis
5. Monitoring
6. Reporting

#### Behaviours

1. You take personal responsibility for making things happen
2. You act within the limits of your authority
3. You respond quickly to crises and problems with a proposed course of action
4. You listen actively, ask questions, clarify points and rephrase others' statements to check mutual
5. You recognise changes in circumstances promptly and adjust plans and activities accordingly
6. You find practical ways to overcome barriers
7. You present information clearly, concisely, accurately and in ways that promote understanding
8. You identify and work with people and organisations that can provide support for your work
9. You recognise recurring problems and promote changes to structures, systems and processes to resolve these

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<b>Developed by</b>	SkillsActive
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<b>Originating organisation</b>	SkillsActive
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<b>Relevant occupations</b>	Associate Professionals and Technical Occupations; Leisure, travel and tourism; Sport, leisure and recreation; Sports and Fitness Occupations
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<b>Suite</b>	Expedition Leadership and Management
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