

CC AE2 Direct and facilitate exercises to practice or validate emergency or business continuity arrangements

Summary

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.

Linked Units

This unit is linked to:

CC AA1 Work in co-operation with other organisations

CC AC1 Develop, maintain and evaluate emergency plans and arrangements

CC AD1 Develop, maintain and evaluate business continuity plans and arrangements

CC AE1 Create exercises to practice or validate emergency or business continuity arrangements

CC AE3 Conduct debriefing after an emergency, exercise or other activity

Skills and Attitudes

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.

Skills

- analysing
- assessing
- briefing and debriefing
- communicating
- consulting
- information management
- organising
- problem solving
- project management
- teaching

Attitudes

- determined
- investigative
- realistic

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Performance Criteria

To meet the standard, you

1. ensure all directing staff are aware of their roles in the exercise
2. ensure that you can communicate with all directing staff throughout the exercise
3. provide clear direction to all participants throughout the exercise
4. present any introductory information/briefing at the start of the exercise
5. manage the timing of the exercise
6. provide an authoritative presence and take responsibility for the start, progress, delay, abandonment, or end of the exercise
7. anticipate any problems that might occur during the exercise and act accordingly should they do so
8. ensure that any feedback elements of the exercise are conducted with clarity and brevity
9. maintain an overview of the progress of the exercise
10. log events to enable production of a post-exercise report
11. conduct debriefing and evaluation with participants following the exercise
12. distinguish between feedback on the mechanics of the exercise, and lessons learned relevant to the objectives

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Knowledge and understanding

To meet the standard, you need to know and understand

1. the difference between exercises which are to:
 - provide collective training
 - try out new arrangements
 - evaluate existing arrangements
2. how and when different types of exercise can be used
3. the purpose of exercises in maintaining the currency and validity of plans and developing the competence of those involved
4. areas of potential weakness in current performance or procedures which can be addressed by an exercise
5. the roles of exercise directing staff, e.g. observers, umpires, drivers
6. the aim, objectives, scope, timing, structure, mechanics and all information relevant to the exercise you are directing
7. the broad roles and responsibilities of all of the organisations participating in the exercise
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. the benefits of 'hot' debrief and 'cold' debrief after the event
11. the legislation, regulations and related guidance relevant to emergency planning.

Glossary - frequently used terms and how they should be interpreted in the context of the Civil Contingencies NOS

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| 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) |