



A Bespoke “Integrated Resilience Skills Course”

Location: Hawkshill, EPC

Dates: Monday 19th – 30th Friday November 2018

Aim

The course will be designed and developed into a bespoke integrated resilience skills experience solely for Hong Kong Emergency Service personnel. It will comprise the key principles and outcomes from the following EPC prospectus modules:

- (1) Exercise Emergency Plans;
- (2) Writing Contingency Plans;
- (3) Emergency Control Centre;
- (4) Strategic Emergency & Crisis Management;
- (5) Tactical Emergency Management;
- (6) Debriefing Emergency and Exercises; and
- (7) Working as a Decision-loggist.

Details for each of these courses is as follows:

Module 1 - Exercise Emergency Plans.

Aim. To provide delegates with the knowledge to exercise emergency plans effectively.

Objectives. This course will enable delegates to:

- Describe the value and benefits of conducting exercises
- Design, plan and prepare exercises
- Set the exercise aim and objectives
- Select the best exercise format to achieve your aim and objectives
- Manage and facilitate exercises
- Evaluate outcomes against exercise objectives



Benefits to the delegate. At the end of this course, delegates will have:

- Developed the skills and confidence to design and deliver a cost effective training and exercising programme for your organisation.
- Enhanced their understanding of exercise design and facilitation, identifying gaps and areas for improvement in planning, training and exercising
- Built a stronger frame of reference for resilience planning discussions with key stakeholders
- Gained a better understanding of good practice in exercise design and management, thus supporting the risk mitigation process.
- Enhanced personal development - training is endorsed by the Cabinet Office, meets the requirements of the Civil Contingencies Act 2004 and is aligned to international standards.

Benefits to the organisation:

- Develop staff competencies to the highest standard, enabling them to effectively validate emergency plans and procedures for your organisation.
- Trained staff will be able to objectively assess your existing resilience capabilities, balanced against current or future business risk.

Module 2 - Writing Contingency Plans

Aim. To provide delegates with the knowledge, skills and understanding necessary to create and develop effective emergency plans.

Objectives. This course will enable delegates to:

- Outline the legal, good practice and professional requirements of effective emergency plans.
- Develop a structure for generic and specific emergency plans.
- Determine the aim, objectives, consultation process and timelines for a new or refresh an emergency plan.
- Describe the role of plans and planning in a system of Integrated Emergency Management.

Benefits to the organisation: This course is designed for anyone responsible for creating and developing emergency plans and arrangements for their organisation.



Module 3 - Emergency Control Centre

Aim. To introduce and enhance delegate's knowledge of the range of key skills required to manage an Emergency Control Centre.

Objectives. By the end of the event you will be able to:

- Recognise good practice when running a Control Centre.
- Recognise the current supporting JESIP doctrine available to assist you when working in a Control Centre.
- Identify the key requirements of a Control Centre and clarify where you will fit into the multi-agency Command and Control structure.
- Understand and demonstrate good practice in information management.
- Recognise the legal requirements for recording information.
- Participate in a validation exercise to confirm course key learning points.
- Introduce the National products available during an emergency such as; Resilience Direct, Lexicon of Civil Protection Terminology and Mapping Symbology.

Benefits to the organisation. Staff who have a role in an Emergency Control Centre and those staff who are responsible for supporting, operating and managing emergencies. This is a course that will allow delegates from the Public and Private sector to understand how to manage an emergency either as a single organisation or alongside multi-agency partners.

Module 4 - Strategic Emergency & Crisis Management

Who should attend?

- The course is primarily designed for those working in organisations, such as officers of any agency who are liable to represent their agency at a strategic co-ordinating group. It may also be useful to those working at the tactical level who would benefit from an understanding of the activities of the next level up. However, those that do have their own programmes may wish to send delegates to experience the multi-agency dimension - here at the natural home of multi-agency emergency planning and management training.

Aim. To prepare the delegate for emergency management activity at the local strategic level.

Objectives: By the end of the event delegates will be able to:

- Identify the strategic issues in a range of case studies and exercises
- Analyse the functions of the local strategic level according to the UK Concept of Operations



Cabinet Office

- Develop a multi-agency strategic aim and single-agency objectives to support a combined response
- Make strategic decisions in a table-top discussion exercise



Module 5 – Tactical Emergency Management

Who should attend?

The course is primarily designed for those working in organisations that do not have a bespoke internal system of tactical emergency management training. However, those that do have their own tactical command programmes may wish to send delegates to experience the multi-agency dimension. The EPC is the natural home of multi-agency management training and it is the best place to experience this aspect of the job.

It will particularly suit members of local authorities and other agencies whose role is to represent their organisation at the tactical level of multi-agency emergency management.

Aim: To equip tactical emergency managers with the knowledge, skills and tools to apply integrated emergency management processes within their own organisation and in multi-responder environments.

Objectives: By the end of the event you will be able to:

Identify barriers and enablers to collaborative working as a tactical emergency manager.

Describe the main elements of current UK integrated emergency management (IEM) and their relevance to the tactical emergency manager's role.

Apply JESIP joint doctrine principles and methodology when managing an incident.

Identify the requirement for justifiable and defensible decision making when managing an emergency scenario and the importance of decision logging.

Understand the role of social media in emergency management.

Apply learning in a discussion exercise.

Module 6 - Debriefing Emergency and Exercises

Who should attend?

Anyone required to conduct debriefs. This includes practitioners from across the CCA Category 1 and Category 2 responder communities plus the military and the voluntary sector, and practitioners from sectors without CCA duties such as Nuclear, COMAH etc. Practitioners in allied fields such as events planning are also advised to attend.

Aim: To equip participants with the knowledge and skills they need to conduct a debriefing following an emergency or an exercise.

Objectives:

By the end of the event you will be able to:

Explain the benefits of effective debriefing after emergencies and exercises

Evaluate approaches to debriefing after emergencies and exercises

Plan and conduct a debrief

Module 7 - Working as a Decision-loggist

Who should attend?

Those staff likely to fulfil the role of Decision-Loggist in an emergency. They may be completely new to civil protection and may well be "fractionals" (those with fractional time responsibilities in this field or those with a call-out/response role on an organisation's duty roster.)

It is particularly relevant to Category 1 & 2 Responders, the voluntary sector, military with a UK Operations role, key partners from the CNI sector and the private sector.

Objectives: By the end of the event you will be able to:

Explain the context in which the Decision-Loggist operates including the Civil Contingencies Act and guidance on Emergency Response and Recovery.

Describe the roles of the Decision-Loggist in an emergency response.

Act as a Decision-Loggist in a simulated emergency exercise