



# **MAJOR EMERGENCY PLAN Version 10.0**

## **Part 12 Training & Exercising**

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## **1.1 - GENERAL**

From *The Civil Contingencies Act 2004 (Contingency Planning) Regulations 2005*

Regulation 25(b)(i) – Sevenoaks District Council staff - requires that this plan includes ‘arrangements for the provision of training of an appropriate number of suitable staff of the Category 1 responder’.

Regulation 25(b)(ii) – non- Sevenoaks District Council staff - requires that this plan includes ‘arrangements for the provision of training of such other persons as that Category 1 responder considers necessary’. This will principally be the staff of Sencio Community Leisure and the Community Response Teams.

Regulation 25(a) requires that this plan includes ‘arrangements for the carrying out of exercises for the purpose of ensuring the plan is effective’.

Regulation 31 contains a similar requirement for training and exercising in respect of warning and the provision of information and advice to the public (see also Section 4.5 – Public Information – The Media Plan)

Performance of the emergency planning and exercise duties can be monitored using the self-assessment tool at chapter 13 of the guidance to the Act.

## **1.2 - TRAINING**

A programme of training for Sevenoaks District Council staff and for other non- Sevenoaks District Council staff (particularly Community Response Team volunteers) will be compiled in due course.

The training programme will be developed in the following sequence:

- 1 A comprehensive record of training already undertaken by District Council officers has been compiled and will be maintained.
- 2 An in-depth needs analysis will be undertaken to assess the necessary SKAs (skills, knowledge and attitudes) required by District Council officers
- 3 (1) is compared with (2) by means of a 'gap' analysis to identify the gaps in the required SKAs
- 4 If the need can be fulfilled from external training providers, such as the Emergency Planning College, delegates will be prioritised for attendance at those events (Go to (8)). Otherwise, a prioritised programme of events will be compiled with delegates required to be trained attached to each.
- 5 A training styles assessment will be carried out on the aggregated delegates list generated from (4) and the result of this assessment included in the training record compiled at (1) (using VARK (visual, aural, read/write, kinesthetic) or similar analysis)
- 6 Training events will be composed to fill the SKA gaps, using the training styles analysis where appropriate to optimise the delivery of the events. SMART (specific, measurable, achievable, realistic and timed) aims and objectives will be compiled for each event. Standards criteria will need to be set for the assessment of the delegates against the aims and objectives as a measure of competency
- 7 Post training evaluation will feedback into the design of the event under scrutiny and influence the design of future events.
- 8 Loop-back to (2) or (6) as required

Following the training, there may be validation of the plan and the training by means of targeted exercising. Again, feedback can produce amendments to the training, amendments to the plan or the identification of another training need.

There may be a need for later re-assessment to determine if refresher training is required.

For the Community Response Teams (CRTs), a similar process will need to be carried out. This process will be based on the needs analysis from the District Council point of view. However, this may also need to be undertaken from the Community Response Team point of view, which should be similar, but not necessarily identical, to the District Council view.

It must be remembered that real needs are not necessarily the same as perceived needs and that 'needs' are not necessarily the same as 'wants'.

## **1.3 - EXERCISING**

A programme of exercises for Sevenoaks District Council staff and for other non- District Council staff (particularly Community Response Team volunteers) will be compiled in due course.

This programme will be linked to the training programme so that the plan, parts of the plan or certain competences can be tested.

Each exercise will have a defined aim and measurable objectives (either subjective or numerically measurable) with observers to record outcomes against these objectives.

There are three main types of exercise:

- Discussion-based or seminar type
- Table top
- Live

Seminar exercises are the cheapest to run and are the easiest to prepare. They are generally used for a 'walk-through' of the concepts and procedures and can be used to raise awareness. They can also have a significant training element.

Tabletop exercises are generally built around a simulation of a particular scenario. They are used to test and validate the plan, or particular parts of the plan in a semi-realistic scenario. They are also fairly cheap to run but need careful preparation.

Live exercises are a full rehearsal for the implementation of the plan. They are usually very expensive to run and need extensive preparation, briefing and pre-training.

Whichever type of exercise is run, the de-briefing and evaluation after the event also need careful preparation. These should obtain as much information as possible on three main elements:

- The exercise mechanics
- The plan validation against the exercise objectives
- Deficiencies in competences, leading to the identification of training needs

Following any exercise, the plan must be reviewed and changes made if necessary in the light of the lessons learned. If significant changes are made, consideration should be given to running another exercise to validate the amended plan.

## **1.4 - PLAN VALIDATION**

This plan may also be validated other than by training and exercising.

Peer reviews can be used to validate the plan. These could be undertaken by:

- External review by another agency, in particular by another Council (an appropriate agreement would have to be made with the reviewing authority). This could be another District or the Kent County Council Emergency Planning Group.
- Internal review carried out by officers of Sevenoaks District Council not directly involved in emergency planning matters.

## **1.5 - MONITORING**

There are currently two monitoring tools available and recommended in the guidance to the *Civil Contingencies Act*.

- The Audit Commission has produced a self-assessment tool that is available from [www.audit-commission.gov.uk/emergencyplanning/index.asp](http://www.audit-commission.gov.uk/emergencyplanning/index.asp)
- A similar self-assessment tool is available in Chapter 13 of *Emergency Preparedness*.

One (or both) of these self-assessments will be carried out on the Sevenoaks District Council Emergency Planning Service within each planning cycle.

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