



Training and Exercise Prospectus 2011/12 – Version 002



Foreword

Welcome to the Staffordshire Resilience Forum Partnership's 2011/12 Training & Exercising Prospectus. Within the Prospectus you will find all the training courses and exercises that are currently available in Staffordshire through the Civil Contingencies Unit (CCU), complete with useful information on what each consists of and how they will benefit you and your organisation.

In Staffordshire, we continue to face significant risks such as flooding, animal diseases, industrial accidents and the annual challenge of winter pressures. Many of these scenarios are hard to predict both in terms of lead-in time and the potential impact they might have. However, what is certain is that in a time of crisis Staffordshire's communities will look to their public services to provide clear, calm and confident leadership in the way they respond and recover. The bedrock of any such community-facing operation stems from active and ongoing engagement in training and exercising.

The range of training and exercise events that are outlined in the Prospectus have been designed to reflect the key skills required at different levels in all organisations, balanced against the often limited time that responders have to commit to Civil Contingencies work.

Where possible, we also try to take a generic approach to what we offer, meaning that many of our courses can be directly applicable to LRF Partnerships outside Staffordshire.

No matter where you are from, all material contained within the Prospectus now comes with the added assurance of being CPD accredited.

I look forward to welcoming you on a CCU-run event in the near future.



A handwritten signature in black ink that reads "A Marshall". The signature is written in a cursive, slightly slanted style.

Andy Marshall
Director
Civil Contingencies Unit

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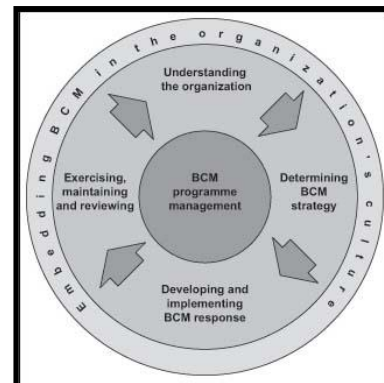
Business Continuity Training

Training Session Duration

2 Hours

Intended Audience

CCU stakeholders, organisational principal portfolio holders, heads of service and department managers.



Aim

To acquaint organisational lead officers with the principals of Business Continuity and the processes involved in developing a robust Business Continuity Plan (BCP).

Objectives

- Delegates will have a basic knowledge of the principles of Business Continuity Management (BCM).
- Explain the BCM planning process.
- Delegates will recognise the value and benefits in organisations having robust BCPs in place.
- Delegates will have sufficient information on which to start the Business Continuity process in their organisation.

Training Outcome

Delegates will have a basic awareness of the reasons for BCM planning and a better understanding of the reasons why each organisation should have robust BCPs in place. This will include a basic awareness of the BCM planning cycle to follow during the development of a plan.

Dates

No courses are scheduled at the present time. For more information or to discuss your requirements please contact the CCU on 01785 898618 or ccu@staffordshirefire.gov.uk.

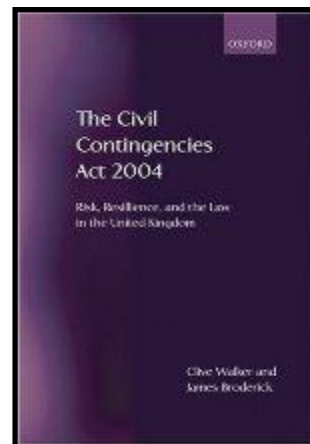
Civil Contingencies Act 2004 Awareness Training

Training Session Duration

2 Hours

Intended Audience

Staff working for Local Authorities who have a management responsibility and would be expected to work as part of a Local Authority response in an emergency as defined under the Civil Contingencies Act 2004 (CCA).



Aim

To provide an introduction to the Civil Contingencies Act 2004 and an understanding of the roles and responsibilities associated through the Act for Local Authorities.

Objectives

- Become aware of the Civil Contingencies Act 2004.
- Identify what and who the Category 1 and Category 2 responders are.
- Identify the seven duties of a Category 1 responder.
- Understand the profile of responding to an emergency.
- Recognise the different levels of management used to manage emergencies.

Training Outcome

Delegates will have a greater underpinning knowledge of the relevance of the CCA with regards to Category 1 and Category 2 responders and the roles and responsibilities associated with their organisation.

Dates

No courses are planned at the present time. For more information or to discuss your requirements please contact the CCU on 01785 898618 or ccu@staffordshirefire.gov.uk.

Emergency Control Room / Emergency Control Centre Training

Training Session Duration

3 Hours

Intended Audience

Principally aimed at managers who would be expected to represent their organisation at Strategic (Gold) or Tactical (Silver) level with a role to manage an Emergency Control Room (ECR).



Also available to members of staff who have been identified as having a role to fulfil in the operation of an ECR for their organisation.

Aim

- To provide delegates with an understanding of the functions of an ECR.
- Clarify the roles and responsibilities of staff required to run an ECR.
- To provide an understanding of what is required to set up and run an ECR.

Objectives

- Identify the different levels in an incident command structure.
- Identify Category 1 responders and the role of the local authority.
- Understand the function of an ECR.
- Explain the activation process to establish an ECR.
- Identify the key roles and responsibilities required to manage an ECR.
- Set up a chosen ECR in preparation to support the management of an incident (at a chosen location).

Training Outcome

Delegates will have a better knowledge and understanding of the key elements involved in incident command, and the features, facilities, layout and staffing required for the supporting and running of an effective ECR.

Dates

No courses are planned at the present time. For more information or to discuss your requirements please contact the CCU on 01785 898618 or ccu@staffordshirefire.gov.uk.

Exercise RAVEN

Pre Exercise Awareness Training

Training Session Duration

3 Hours

Intended Audience

Strongly recommended for Strategic Leaders, Chief Executives, Principal Officers and deputies who will be attending Exercise Raven, either Strategic or Tactical.



Aim

To provide Strategic (Gold) and Tactical (Silver) level delegates with basic advice and guidance in order to promote effective leadership in a high pressure Command and Control environment. Also providing an overview of Exercise Raven, the venue, facilities and resources available.

Objectives

- To provide awareness of the three levels of incident command; Gold (Strategic), Silver (Tactical) and Bronze (Operational).
- To provide awareness and guidance to the different tiers of incident management locally, regionally and nationally.
- Recognise the different elements of Command and Control which apply across all three recognised levels of incident management.
- Increased level of understanding of working within the multi-agency environment, also how leadership of the incident management may change during different phases.

Training Outcome

Delegates will benefit from an increased level of individual confidence and understanding of the incident management structures likely to be encountered during Exercise Raven – Strategic or Tactical.

Dates

| Date | Venue |
|------------|--------------------------|
| 17 May 11 | Civil Contingencies Unit |
| 21 Jul 11 | Civil Contingencies Unit |
| 21 Sept 11 | Civil Contingencies Unit |
| 18 Oct 11 | Civil Contingencies Unit |
| 24 Nov 11 | Civil Contingencies Unit |
| 6 Dec 11 | Civil Contingencies Unit |
| 31 Jan 12 | Civil Contingencies Unit |

Forward Control Officer Training

Training Session Duration

All day and half day in house risk assessment training sessions.

Intended Audience

Middle management staff identified as being those required to manage work teams in a crisis scenario at a forward location, linking directly with emergency services and reporting back to own incident management teams (Silver).



Aim

To give an understanding of the Civil Contingencies Act 2004 (CCA) and how it impacts organisations, the command processes employed in Staffordshire and the role of the Forward Control Officer.

Objectives

- Give a history behind and understanding of the CCA.
- Show levels of command used locally and nationally.
- Highlight roles and responsibilities of individual responder organisations.
- Give an introduction to the role of Forward Control Officer / Bronze Commander.
- Provide a Command and Control basic survival guide.
- Introduction to the Mobile Control Unit (MCU).

Training Outcome

Put in place staff with the skill base to respond to an incident in the role of a Forward Control Officer.

Dates

| Date | Venue |
|-----------|------------------------------------|
| 7 Jun 11 | To be confirmed |
| 2 Aug 11 | Stoke on Trent City Council – FULL |
| 16 Aug 11 | Newcastle Borough Council – FULL |
| 23 Aug 11 | Stoke-on-Trent City Council – FULL |
| 11 Oct 11 | Tamworth Borough Council |
| 17 Jan 12 | Cannock Chase District Council |
| 13 Mar 12 | To be confirmed |

Loggist Training

Training Session Duration

1 Full Day

Intended Audience

- Attendees will normally have had some experience in maintaining a written record of meetings attended by more than 10 people.
- They should have clear and legible hand writing and a good understanding of the English language both spoken and written.
- The role of the Loggist is far more than an administrative / minute taking role.

Aim

The aim of this course is to train people to be competent in the completion of a designated log book during an operational incident and to work to best practice principles.

Objectives

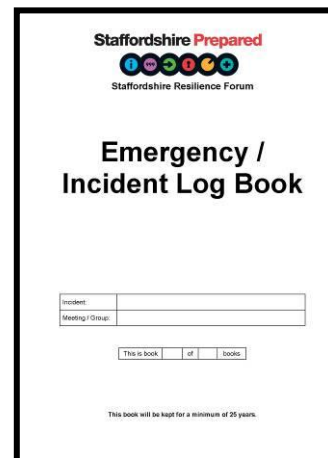
- Describe the command and control structure for emergencies.
- Explain the terminology used within a command and control environment.
- Explain the purpose of an incident log book.
- Recognise the specific details that are required to be logged.
- Explain the limitations of a Loggists' role.
- Describe the relationship between the Loggist, Chair and group members.

Training Outcome

By the end of the course, delegates will be able to recognise the importance of the relationship between the Chair and Loggist, be aware of current best practice and have had the opportunity to practice the skills required to carry out the role of Loggist at a command and control meeting at either Strategic or Tactical level during an operational incident.

Dates

| Date | Venue |
|-----------|--------------------------------------|
| 11 May 11 | Newcastle under Lyme Borough Council |
| 25 May 11 | Stoke on Trent City Council |
| 7 Jul 11 | SFRS, HQ |
| 8 Sep 11 | SSSFT, St Georges Hospital, Stafford |
| 10 Nov 11 | Staffordshire County Council |
| 9 Feb 12 | To be confirmed |



Major Incident and Director on Call Training

Training Session Duration

2 Hours

Intended Audience

Strategic (Gold) and Tactical (Silver) level managers whose role includes emergency / major incident responsibilities and / or a Director on Call role.

Aim

To ensure individuals are aware of their roles and responsibilities during a Major Incident, including Director on Call, within the context of the Civil Contingencies Act 2004.

Objectives

- Have an awareness of the context and application of the organisation's Major Incident Plan and considerations during an incident.
- Recognise appropriate incident triggers for the implementation of the Plan.
- Understand and be able to follow the associated action cards for respective roles, and the notification and activation process, including the Director on Call.
- Become familiar with the supporting arrangements available, including the Voluntary Sector, mutual aid and financial support.

Training Outcome

Delegates will have a better knowledge and understanding of the key elements involved with Director on Call roles and implementation of the Major Incident Plan.

Dates

No courses are planned at the present time. For more information or to discuss your requirements please contact the CCU on 01785 898618 or ccu@staffordshirefire.gov.uk.

Map Reading Made Easy Training

Training Session Duration

2 Hours

Intended Audience

Staff who may be required to use and read Ordnance Survey Maps in emergency situations within an Operations or Command Centre environment.

Aim

To train delegates to become competent in reading Ordnance Survey Maps.

Objectives

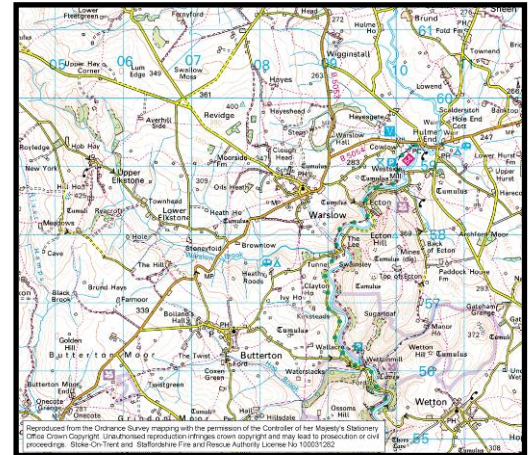
- Understand the basic information contained on a map.
- Understand Grid Lines.
- Understand contours and relief.
- Be able to accurately measure distance.

Training Outcome

All delegates will be able to receive or supply 6 figure grid references, enabling them to be able to plot incident specific information and features on an incident map to 1:50,000 and 1:25,000 scales.

Dates

| Date | Venue |
|-----------|------------------------------|
| 25 May 11 | Civil Contingencies Unit |
| 17 Aug 11 | Civil Contingencies Unit |
| 4 Oct 11 | Civil Contingencies Unit |
| 30 Nov 11 | Staffordshire County Council |
| 7 Mar 12 | Civil Contingencies Unit |



Recovery and the Staffordshire Recovery Plan E-Learning Course



Training Session Duration

30 – 40 minutes

Intended Audience

Staff working within responding organisations who would be expected to be involved in the recovery phase of an incident, either at Strategic or Tactical level.

Aim

To provide an overview of the recovery phase of an incident and also the Staffordshire Recovery Plan.

Objectives

- Identify the issues associated with the recovery phase of an incident.
- Become aware of issues and lessons raised during previous incidents through case study.
- Understand the Staffordshire Recovery Plan and its contents.
- Understand the organisational impact of the required involvement in the recovery phase of an incident and the link to Business Continuity.

Training Outcome

Delegates will have a greater underpinning knowledge of the impact and expectations on their organisation during the recovery phase of an incident, and a greater understanding and awareness of the contents of the Staffordshire Recovery Plan.

Dates

This course is available on the Staffordshire E-Learning Portal (StEP), which requires log-in details. Organisations already signed up to StEP can access this course with their log-ins. Organisations who are not signed up to StEP can identify suitable members of staff, and request access to the Staffordshire Prepared area of StEP, by e-mailing the CCU. The people who require access should be the top levels of management (Chief Executive, Directors, Heads of Service), with particular reference to those service areas who have a role within recovery.

Please forward contact details (name, position/role in organisation and e-mail) for potential users to CCU Admin (ccu@staffordshirefire.gov.uk).

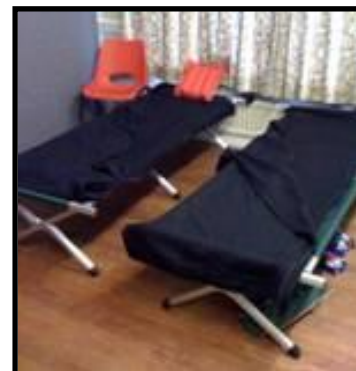
Rest Centre Training

Training Session Duration

1 Full Day

Intended Audience

Staff identified by their organisation to carry out a managerial or operational role within a Rest Centre.



Aim

Introduce staff to the roles and responsibilities needed to run a Rest Centre.

Objectives

- Understand the purpose of a Rest Centre.
- Understand the Local Authority Responsibilities.
- Explain the differences between a Rest Centre and Reception Centre.
- Identify the four essential requirements for a Rest Centre.
- Understand how a Rest Centre is activated.
- Describe the facilities required within a Rest Centre.
- Understand the supervisor roles within a Rest Centre.
- State the contents of a Rest Centre Grab Box.

Training Outcome

By the end of the session delegates will be able to explain the concept of caring for displaced persons in an emergency situation. They will understand the requirements with regards to the identification of suitable premises, activation of such premises, ideal set up and operational priorities in running a Rest Centre.

Dates

| Date | Venue |
|------------|----------------------------|
| 5 May 11 | To be confirmed |
| 14 July 11 | Lichfield District Council |
| 20 Sep 11 | |
| 8 Dec 11 | |

Satellite Telephone Training

Training Session Duration

1 Hour

Intended Audience

Strategic (Gold), Tactical (Silver), Emergency Control Room Staff and appropriate Forward Control Officers (Bronze).



Aim

To introduce the Explorer 300 Satellite Telephone system to appropriate representatives from organisations that may be expected to use it during such circumstances where conventional communications have failed or are compromised which warrant its use.

Objectives

- Identify the Explorer 300 and how Satellite Telephones work.
- Identify occasions when to use the Explorer 300.
- Set up the Explorer 300 Satellite Telephone.
- Placing and receiving a call.
- Understand permanent installations.

Training Outcome

By the end of the session delegates will be able to safely and competently operate the Explorer 300 and have an underpinning knowledge of costs, protocols and limitations for use.

| Date | Venue |
|-----------|--------------------------|
| 8 Feb 11 | Civil Contingencies Unit |
| 15 Jun 11 | Civil Contingencies Unit |
| 15 Sep 11 | Civil Contingencies Unit |
| 6 Oct 11 | Civil Contingencies Unit |
| 17 Nov 11 | Civil Contingencies Unit |
| 11 Jan 12 | Civil Contingencies Unit |

Powered Respirator Protective Suit (PRPS) Training Health Economies Only

Training Session Duration

4 Hours

Intended Audience

Health Service staff allocated to wear PRPS within the hospital environment during a contamination incident.



Aim

To train staff to undertake their patient caring role whilst wearing a PRPS during situations where casualties may be contaminated, prior to a higher level of medical care being provided.

Objectives

- To introduce an approach to dealing with contaminated casualties.
- To practice the safe use of PRPS.
- To understand the limitations of PRPS use.
- To outline a method for individual patient decontamination.

Training Outcome

All delegates will be able deal with contaminated casualties, within a health environment and operate in such conditions whilst correctly using the PRPS equipment.

Dates

No courses are planned at the present time. For more information or to discuss your requirements please contact the CCU on 01785 898618 or ccu@staffordshirefire.gov.uk.

Director on Call / Management Level Exercises

Exercises in this Series are:

Exercise IVOR
Exercise ICARUS
Exercise NIGHTINGALE (Mental Health Trusts Only)
Exercise EXPRESS (Acute Trusts Only)
Exercise SUDDEN FLUSH



Exercise Session Duration

2 hours per exercise

Exercise Location

Exercise to be run at CCU Conference Room or another suitable venue.

Exercise Type

These series of exercises are in a tabletop format. They are for individual Directors on Call or organisational leaders, managers, and Civil Contingencies Officer facilitator, 1 to 1, or by prior arrangement to small groups (2 to 1 up to a maximum of 3 to 1).

Intended Audience

Delegates who are undertaking a Director on Call role or who would be expected to act on behalf of their organisation in the event of an emergency.

Aim

To practice the Director on Call in forming a simple plan under pressure, in response during the first hour and a half of a realistic emergency scenario, based on a risk from the Staffordshire Community Risk Register.

Objectives

- Recognise what information would be required and with whom you would need to communicate.
- Identify how to develop a plan of action in response to an emergency.
- Awareness of the Director on Call Aide Memoire, designed specifically for use by the Director on Call in the event of an emergency.

Director on Call / Management Level Exercises - continued

Exercise Outcome

Delegates will feel better prepared and confident in their ability to deal with the early stages of a developing incident and able to identify the priorities in relation to developing an action plan under pressure.

Booking

To discuss your requirements for any of the Director on Call / Management level Exercises please contact the CCU on 01785 898618 or ccu@staffordshirefire.gov.uk.

Exercise GOLD PHOENIX

Exercise Session Duration

½ a day

Exercise Location

Exercise to be run at CCU Conference Room or another suitable venue.



Exercise Type

Walk Through / Live Exercise with the option for CCU deployment (Multi Agency Response).

Intended Audience

Corporate Management Team (Directors / Heads of Service).

Aim

To familiarise delegates with their Business Continuity Plan (BCP) through a realistic and relevant scenario.

Objectives

- To build delegate awareness of the Business Continuity Management (BCM) process and their organisation's BCP.
- To practice the Director On-Call function in a realistic scenario.
- To practice the successful operation of the CCU Duty Officer function in a realistic scenario.
- To build confidence of the delegate in the CCU's ability to deliver structured Civil Contingencies exercises.
- To provide a positive platform for the ongoing development of CCU and stakeholders' staff.

Exercise Outcome

Delegates will gain a greater understanding of BCM as a core management process. They will continue to develop a working knowledge of their BCP in order to have confidence in its operational use, and will become aware of the importance of their Civil Contingencies role, through national and local events.

Booking

To discuss your requirements for Exercise Gold Phoenix please contact the CCU on 01785 898618 or ccu@staffordshirefire.gov.uk.

Exercise GRID SQUARE

Exercise Session Duration

1 hour

Exercise Location

Exercise to be run in CCU Conference Room or another suitable venue.

Exercise Type

A tabletop exercise with participants and a CCU facilitator.

Intended Audience

Primarily aimed at Strategic Leaders (Chief Executives and Directors / Heads of Service) from any responder organisation, and can be tailored to Tactical level representatives if required. The exercise can be carried out on a 1 to 1 basis between participant and CCU facilitator, or in small groups from one organisation of up to three people, plus CCU facilitator.

Aim

To exercise Strategic members of organisations on a range of issues to consider when faced with an incident, using maps.

Objectives

- Run through a simple scenario using maps showing areas of impact.
- Encourage participants to think about the possible impacts a variety of events may have on their organisation and members of the community.

Exercise Outcome

Participants will have a greater understanding of the issues to consider when dealing with the early stages of a developing incident, and the partner organisations who can help deal with situations under pressure.

Booking

To discuss your requirements for Exercise Grid Square please contact the CCU on 01785 898618 or ccu@staffordshirefire.gov.uk.



Exercise MERCURY

Exercise Duration

Half Day, including set up and break down of equipment.

Intended Participants

Category 1 and 2 responders, Civil Contingencies Unit, regional partners, Military and RAYNET.



Aim

To test the Staffordshire Prepared Resilient Communications Plan, in order to:

- Familiarise individual partner organisations in the setting up and running of their Emergency Control Rooms (ECRs), the operation of the communication equipment therein and carry out certain given tasks.
- Identify any inaccuracies in the information provided by partner organisations.
- Give partner organisations confidence that in the time of crisis they have the ability to communicate at a Strategic level electronically from ECR to ECR.

In addition to the communications equipment element of the exercise, tasks will be passed which require answers to be provided via a piece of communication equipment.

Typically the equipment to be employed throughout the Exercise will be:

- Public Switched Telephone Network (PSTN) - land line telephone
- Microsoft Outlook - email
- Satellite telephony
- Facsimile (fax)
- RAYNET
- Airwave Radio Interoperability
- Video Tele-Conferencing

| Name | Date | Venue |
|-----------------------|-----------|------------------------------------|
| Exercise Mercury III | 1 Apr 11 | Individual Emergency Control Rooms |
| Exercise Mercury IV | 1 Jul 11 | Individual Emergency Control Rooms |
| Exercise Mercury V | 21 Oct 11 | Individual Emergency Control Rooms |
| Exercise Mercury VII | 13 Apr 12 | Individual Emergency Control Rooms |
| Exercise Mercury VIII | 6 Jul 12 | Individual Emergency Control Rooms |

For more information on Exercise Mercury please contact the CCU on 01785 898618 or ccu@staffordshirefire.gov.uk.

Town Centre Evacuation Exercise

Exercise Session Duration

Half Day

Exercise Type

Multi Agency Tabletop exercise.

Intended Audience

Delegates with authority to act on behalf of their organisation in the event of an emergency.



Aim

- Give delegates a developing scenario.
- Activate the Town Centre Evacuation Plan.
- Use the Town Centre Evacuation Plan and individual action plans to ensure the safety and welfare of all persons affected.
- Bring the evacuation to a successful conclusion and repatriate the people affected.

Objectives

- Find any shortcomings within the draft Town Centre Evacuation Plan & associated plans.
- Note any improvements that can be made to the Plan.
- Identify training required to respond effectively to the Plan.
- Steps required to complete the Plan and make it 'fit for purpose'.

Exercise Outcome

Identify improvements to the Town Centre Evacuation Plan and any training required for responders to successfully respond in the event of the Plan being activated.

Booking

To discuss your requirements for a Town Centre Evacuation Exercise please contact the CCU on 01785 898618 or ccu@staffordshirefire.gov.uk.

Rest Centre Exercise

Exercise Session Duration

3 Hours

Exercise Type

Multi Agency Walk Through / Live Exercise.

Intended Audience

Delegates that have been trained to Staffordshire Resilience Forum (SRF) standard.



Aim

To exercise staff, working in partnership with other organisations, to open and run a Rest Centre, and identify shortfalls in the Rest Centre Plan.

Objectives

- To exercise staff identified as having a role in the running of a Rest Centre.
- To identify any shortfalls in the Rest Centre Plan and individual protocols in support of the Rest Centre Plan.

Exercise Outcome

Staff will have used their training within an exercise, and identified areas of the Rest Centre Plan that can be updated.

Booking

To discuss your requirements for a Rest Centre Exercise please contact the CCU on 01785 898618 or ccu@staffordshirefire.gov.uk.

Strategic Leaders One to One Exercises

Exercise Session Duration

3 hours

Exercise Location

Exercise to be run at CCU Conference Room or suitable venue within the requesting organisation.



Exercise Type

A tabletop exercise for a single Strategic organisational leader and facilitator from the Civil Contingencies Unit, one to one or by prior arrangement, to small groups (two to one up to a maximum of three to one).

Intended Audience

Strategic Leaders expected to operate at Strategic (Gold) level to act on behalf of their organisation in the event of an emergency.

There are three Strategic Leader based exercises, each one following a structured natural progression to the next:

1. Exercise IVOR (Response)
2. Exercise FOWL PLAY (Response)
3. Exercise BIG BIRD (Recovery)
4. Exercise CO-STAR (Response)

Delegates must attend the exercises in strict sequence.

Aim

To practice Strategic Leaders in forming a plan under pressure to establish a Strategic Coordinating Group (SCG).

Objectives

- To define the initial command considerations for the establishment of an SCG.
- To refine the initial command considerations against 10 key factors present in an SCG.
- To group the wider command considerations under the 10 key factors.
- To draft an initial SCG Mission and supporting Strategic Objectives.

Strategic Leaders One to One Exercises – continued

Training Outcome

All delegates will have a clear understanding of what is required of them at Strategic level, and what the candidate's role will be in an emergency.

Delegates will understand the structure of Strategic level leadership and have a good knowledge of what other colleagues / agencies will bring to 'the table'.

Delegates will understand the importance of having an Aide Memoire by their side when leading in an incident.

Booking

To discuss your requirements for any of the Strategic Leaders Exercises please contact the CCU on 01785 898618 or ccu@staffordshirefire.gov.uk.

Exercise RAVEN – Strategic Strategic Coordinating Group (SCG)

Exercise Session Duration

1 Full Day

Exercise Type

Multi Agency Emergency Response tabletop exercise



Intended Audience

Multi Agency responders made up of Category 1 and Category 2 responders and Voluntary organisations who would be expected to act on behalf of their organisations in the event of an emergency.

Trained Loggists who have attended a Staffordshire Resilience Forum (SRF) Loggist training course.

Aim

To provide a realistic experience within a multi agency environment and test the delegates skills at Strategic level.

Objectives

- Experience multi agency response working and gain a wider understanding of the different agencies' roles and responsibilities.
- Understand why it is appropriate for the SCG incident lead agency to change.
- Understand the relationship between the Chair, the group and the role of the Loggist.
- Recognise the importance of cooperation across multi agency partners.
- Successfully manage and bring an emergency to a satisfactory conclusion.

Exercise Outcome

- Delegates will understand what their role is within an SCG.
- Delegates will understand other agencies' roles within an SCG.
- Loggists will exercise their training, and solidify their understanding of what they have been taught.

Exercise RAVEN – Strategic – continued

Dates

| Date | Venue |
|-----------|---|
| 24 Nov 11 | Animal Health Agency, Staffordshire Technology Park, Beaconside, Stafford |
| 25 Jan 12 | Animal Health Agency, Staffordshire Technology Park, Beaconside, Stafford |

Exercise RAVEN – Tactical Tactical Coordinating Group (TCG)

Exercise Session Duration

1 Full Day

Exercise Type

Multi agency emergency response tabletop exercise.



Intended Audience

Multi agency responders made up of Category 1 and Category 2 responders and voluntary responders who would be expected to act on behalf of their organisation in the event of an emergency.

Trained Loggists who have attended a Staffordshire Resilience Forum (SRF) Loggist training course.

Aim

To provide a realistic experience within a multi agency environment and test the delegates skills at Tactical level.

Objectives

- Experience multi agency response working and gain a wider understanding of the different agencies' roles and responsibilities.
- Understand why at different times it is appropriate for the TCG lead agency to change.
- Understand the relationship between the Chair, the group and the Loggist.
- Recognise the importance of cooperation across multi agency partners to successfully manage and bring an emergency to a satisfactory conclusion.

Exercise Outcome

- Delegates will understand what their role is within a TCG.
- Delegates will understand other agencies roles within a TCG.
- Improve cooperation and interoperability between the agencies around the table at the exercise.
- Loggists will exercise their training, and solidify their understanding of what they have been taught.

Exercise RAVEN – Tactical – continued

Dates

| Date | Venue |
|-----------|---|
| 29 Sep 11 | Animal Health Agency, Staffordshire Technology Park, Beaconside, Stafford |
| 20 Oct 11 | Animal Health Agency, Staffordshire Technology Park, Beaconside, Stafford |
| 29 Mar 12 | Animal Health Agency, Staffordshire Technology Park, Beaconside, Stafford |

Exercise RAVEN – Recovery Recovery Coordinating Group (RCG)

Exercise Duration

One day

Intended Participants

This exercise is still being developed, and as such, criteria for those requested to attend is yet to be established. More information will follow in due course.

Aim

To practice the establishment and management of an effective multi agency Recovery Coordinating Group (RCG) during the recovery phase of an emergency.

Objectives

- To establish and run an effective RCG.
- To apply the principles and processes laid out in the Strategic Leaders' Guide.
- To establish and maintain primary focus on the recovery implications of a scenario.
- To promote wider understanding of the implications of the scenario across Staffordshire Resilience Forum partner organisations.

Bespoke Civil Contingencies Training and Exercising

In addition to the wide range of training and exercise events that are available to stakeholders, the CCU can also provide bespoke Civil Contingencies training and exercises to meet the individual needs of LRF Partners. All enquiries should in the first instance be made via your CCU link officer (where applicable) or to the CCU on 01785 898618 or ccu@staffordshirefire.gov.uk.

Please note that depending upon the type of event requested this work could attract an additional charge.

In Development

Exercise RAVEN – Recovery

On the theme of recovery, Exercise Raven will be challenging responders to ensure the communities and environment recover effectively following an emergency. Again, this is under development and more information, including dates, intended participants, etc, will follow in due course.

Loggist Refresher Training

Category 1 responders in Staffordshire have a number of trained Loggists within their organisations and the CCU are developing a course for Loggists to again come together to share their experiences, whether it be during an exercise or a real event, and refresh those skills previously learnt.

Introduction to Civil Contingencies – E-learning Package

Building on the Civil Contingencies Awareness package that the CCU currently delivers and the progress that the CCU are making with E-learning.

How to Book

Book Online

www.staffordshireprepared.gov.uk

Simply select the appropriate training course or exercise, which you wish to attend and complete the booking form. Your details will then be submitted to the CCU and you will receive confirmation of your intention to attend within two days.

By Phone

01785 898618

Call the Civil Contingencies Unit Admin Team with the following information:

- Training Course Name or Exercise Name
- Date of training or exercise event
- Name, Job Title, Organisation, Contact Details, including address, telephone number and email address

The CCU Admin Team can also provide external partners with information on costings for delivery of any of the training courses or exercises detailed above.

By Post or Fax

Please send your booking form to:

CCU Admin
Staffordshire Civil Contingencies Unit
Stafford Fire Station
Beaconside
Stafford
ST18 0DD

Fax: 01785 253054

The CCU will confirm that a place has been booked on your chosen training course or exercise. The places are on a 'first come, first served' basis and if a course is full, we will contact you to discuss future dates.

Booking Form

Course Details

Training Course / Exercise

Date

Your Details

Title

Mr

Mrs

Ms

Other

Forename(s)

Surname

Preferred Name on Certificate

Organisation

Job Title (inc Rank)

Address

Town

County

Postcode

Telephone Number

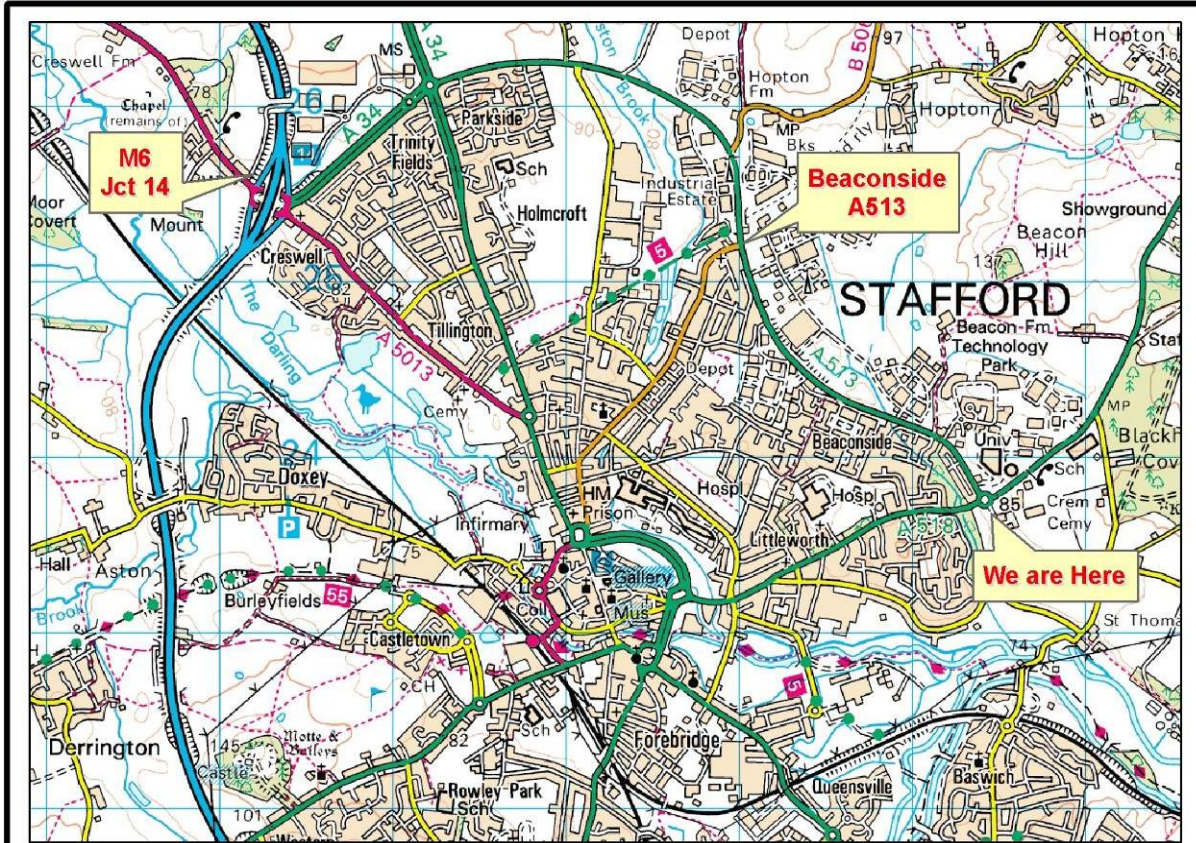
Fax Number

Email Address

Do you have any requirements which may assist you in completing this event? Eg, accessibility, sensory assistance, special dietary requirements.

How To Find Us

Civil Contingencies Unit Location



Staffordshire Civil Contingencies Unit
Stafford Fire Station
Beaconside
Stafford
ST18 0DD

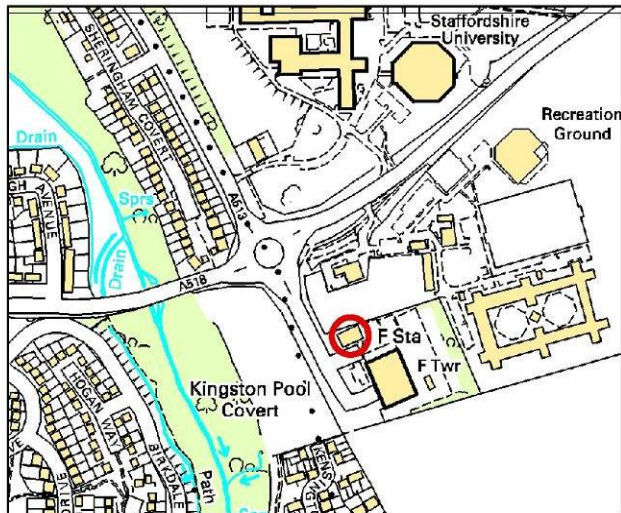
Tel: 01785 898618
Fax: 01785 253054
Email: ccu@staffordshirefire.gov.uk

Staffordshire
Civil Contingencies Unit



Supporting Resilience in Staffordshire
www.staffordshireprepared.gov.uk

0 0.2 0.4 0.8 Miles



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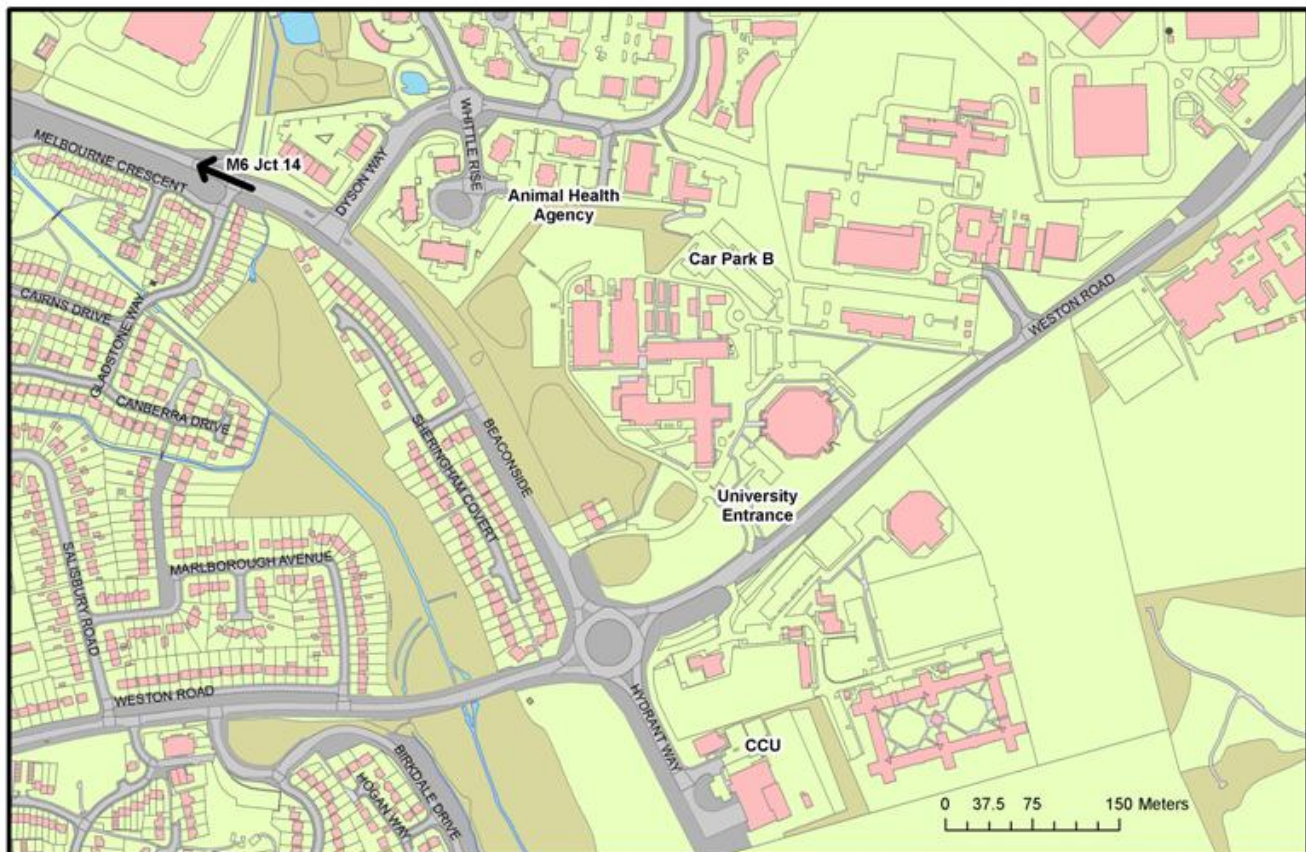
CPD
CERTIFIED
The CPD Certification Service
Collective Mark

How To Find the Animal Health Agency

Animal Health Agency

Animal Health Regional Office West Midlands
Beacon House
Dyson Way
Stafford
ST18 0AR

Animal Health Agency Location Map



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Parking Arrangements

There are no car parking facilities at the venue. However, arrangements have been made for delegates to park their vehicles on the Staffordshire University car park, using Car Park B). The Animal Health Agency venue is only a short walk from the car park and is sign posted via a walkway with 'Staffordshire Prepared' signs. If the car park is full you are permitted to park elsewhere, but will need to go to Car Park B to access the venue.

Staffordshire Resilience Forum

The Staffordshire Resilience Forum (SRF) was established in response to the statutory requirements of the Civil Contingencies Act 2004.

Staffordshire Prepared



Staffordshire Prepared is a strap line for the SRF, which is a multi agency partnership made up of representatives from the emergency services, Staffordshire County Council, Stoke-on-Trent City Council and

District Authorities, the NHS, Environment Agency and other partners. The main multi agency partners of the SRF are known as Category 1 responders, as defined by the Civil Contingencies Act 2004.

The SRF is also assisted by wider partners such as the Military, the Voluntary Sector, the Highways Agency and the public utility companies.

Staffordshire Civil Contingencies Unit

The SRF's Category 1 responders also fund a specialist Civil Contingencies Unit, or CCU. Based in Stafford, the CCU is a small team whose role is to provide advice, support and guidance to Category 1 responders and to help build the wider resilience of Staffordshire.

