

Unit AJ8 Prepare for potential disasters

Elements

AJ8.1 Conduct a risk assessment

AJ8.2 Develop a disaster plan

AJ8.3 Implement disaster readiness measures

Unit Commentary

Part of any organisation's contingency planning should be the development of disaster plan. In order for organisations to be disaster-ready they need to be prepared. This unit covers conducting a risk assessment, developing a plan to minimise effects of a disaster and implementing a number of steps that ensure that the organisation is ready to react to a disaster.

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AJ8.1 Conduct a risk assessment

Performance Required

This will involve:

- a) Identifying **potential disasters**, building weaknesses or potential weaknesses
- b) Identifying the implications of any action to mitigate the disaster, including the threats posed
- c) Identifying and costing potential solutions
- d) Identifying actions that could be taken immediately to minimise the effects of potential disasters
- e) Obtaining specialist advice where necessary
- f) Analysing and recording the suggested response to potential disasters

Occupational Context

1 Potential disasters include

- fire
- flood
- explosions

Knowledge Requirements

You need to know about:

- The appropriate service intervals for electrical equipment and building systems
- Where specialist advice could be sought
- The potential disaster that could occur
- The limits of personal responsibility in a disaster situation
- The level of risk associated with different disaster responses

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AJ8.1 Conduct a risk assessment

Required Skills

You should demonstrate:

- Risk assessment skills
- Risk analysis skills
- Contingency planning skills

Evidence Required

You should provide evidence that you can conduct a risk assessment

The candidate should be questioned, based upon the documentation provided, to explore how they:

- conduct a risk assessment of the threats posed by potential disasters.

Evidence Rules

The candidate should have been involved in the preparation of a disaster plan

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AJ8.2 Develop a disaster plan

Performance Required

This will involve:

- a) Describing the threats posed to the organisation from **potential disasters** and the likely response to those disasters
- b) Identifying different **models of disaster planning**
- c) Consulting with specialists where necessary
- d) Describing how the identified threats can be minimised
- e) Producing a written disaster plan
- f) Outlining potential rescue opportunities in the event of a disaster and the procedures that should be followed
- g) Listing all the resources that may be required along with details of where they are located
- h) Outlining the command structure in the event of a disaster
- i) Identifying secure off-site locations for critical information and resources

Occupational Context

- 1 **Potential disasters** include
 - fire
 - flood
 - explosions.
- 2 **Models of disaster planning**
 - immediate response
 - strategic
 - documented/ interpreted
 - published and disseminated
 - protected

Knowledge Requirements

You need to know about:

Understanding of potential disaster

- The vulnerability of the organisation to different disasters
- How the response to one disaster can create further problems
- The implications of disasters occurring out of hours
- What constitutes a disaster

Organisational activity in response

- The types of information that should be kept securely, off-site
- Why the command structure would be different in the event of a disaster

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AJ8.2 Develop a disaster plan

Required Skills

You should demonstrate:

- Planning and organisation skills

Evidence Required

You should provide evidence that you can develop a disaster plan

The candidate should be questioned, based upon the documentation provided, to explore how they:

- develop a disaster plan to address the potential disasters that are most likely to effect their organisation.

Evidence Rules

The candidate should have been involved in the preparation of a disaster plan

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AJ8.3 Implement disaster readiness measures

Performance Required

This will involve:

- a) Implementing actions that could be taken immediately to minimise the effects of **potential disasters**
- b) Obtaining **specialist advice** where necessary
- c) Providing a store of resources for use in a disaster
- d) Communicating disaster plans to those with responsibilities under the plan
- e) Conducting simulated disasters to test the effectiveness of the disaster plan

Occupational Context

1 Potential disasters include

- fire
- flood
- explosions.

2 Specialist advice

- from disaster experts
- from experienced professionals
- from risk assessment consultants

Knowledge Requirements

You need to know about:

- The appropriate service intervals for electrical equipment and building systems
- Where specialist advice could be sought
- How all contingencies have been explored
- How the simulations have tested the effectiveness of the plan
- What resources and rescue materials would be required
- Why disaster simulations are important

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AJ8.3 Implement disaster readiness measures

Required Skills

You should demonstrate:

- Consultation skills
- Negotiation skills
- Networking skills

Evidence Required

You should provide evidence that you can implement disaster readiness measures

The candidate should be questioned, based upon the documentation provided, to explore how they:

- implemented disaster readiness measures

Candidates will normally be assessed by direct observation by an assessor, who can verify that the procedures outlined in the plan are viable

Evidence Rules

The candidate should have been involved in the preparation of a disaster plan