

# Proposal to develop an apprenticeship standard

## L6: Emergency Planner

### Title of occupation

Emergency Planner

### UOS reference number

ST1322\_V0.0

### Core and options

No

### Level of occupation

Level 6

### Route

Protective services

### Typical duration of apprenticeship

36 months

### Target date for approval

No target date

### Resubmission

No

## Occupational profile

### This occupation is found in...

the public sector, private sector, emergency services, and voluntary organisations including all Category 1 organisations as defined in the Civil Contingencies Act 2004 such as Police, Fire, Ambulance, LAA's, etc. These organisations have a responsibility to fulfil the requirements of the legislation and therefore have dedicated Emergency Planning/ Resilience/ Business Continuity roles within them.

### The broad purpose of the occupation is...

to protect and maintain public safety by effectively planning and preparing for incidents and coordinating the response to incidents before, during, and after the event. Emergency Planners ensure organisations satisfy their statutory obligations and comply with a range of legislation such as the Civil Contingencies Act 2004, Control of Major Accident Hazards Regulations 2015 (COMAH), the Radiation (Emergency Preparedness and Public Information) Regulations 2001 (REPPPIR).

Working as part of small teams across organisations or independently (depending on the size of the organisation), Emergency Planners follow the Emergency Planning Cycle in identifying and mitigating risks, developing plans and procedures in line with local policy, training and exercising these plans, and ensuring processes are in place to capture and progress learning from live responses and exercises in line with the Deming Cycle (plan, do, check, act). Emergency Planners can be expected to respond to hazards and risks such as: Natural

Disasters; Acts of Terrorism; Human Health Diseases; Animal Health Diseases; Industrial disasters; Severe Weather; Cyber Threat; Business Continuity Disruptions.

### In their daily work, an employee in this occupation interacts with...

people of all levels of seniority within their own employing organisation and across partner organisations. Emergency Planners typically interact with Category 1 (for example the emergency services; NHS; the Environment Agency; local authorities; and the coastguard) and Category 2 (for example utilities and transport organisations) responders. Emergency Planners need to be able to communicate with members of the public before, during, and after any incident with a view to educating people about the risks they might face, encouraging resilience behaviours, warning and informing the public in the event of an incident, and in the post incident recovery phase.

### An employee in this occupation will be responsible for...

assisting in maintaining a strategic overview of emergency planning and business continuity arrangements; developing policies and procedures in line with legislation and regulations; working with other agencies and local communities to ensure services are maintained or restored following an incident; working independently to deadlines; ensuring the parent organisation is compliant with relevant Emergency Planning related statutory and non-statutory obligations, industry related standards and guidance; developing strong, respectful working relationships is a key attribute of an emergency planner; participating in an on-call rota and would need to be able to respond to incidents and emergencies 24/7/365 as part of any on call mechanism; presenting to a range of audiences on emergency planning and/or business continuity; ensuring that key equipment and consumables are adequately maintained.

### Typical entry point to the apprenticeship

Employers will set their own entry requirements. However these will typically include qualifications at level 3.

### Transferability

*The Institute expects that being competent in the duties you have listed in this proposal will mean that an individual will be able to undertake the occupation in all relevant types of employer. Please outline the steps you have taken to ensure that this will be the case.*

Employers involved in the trailblazer group include the NHS, police, fire service, nuclear, and local government. Emergency planners are employed across the emergency services, and within local government and community organisations. Members of the trailblazer group are representatives of several local resilience forums (LRF). LRF's are multi-agency partnerships made up of representatives from local public services, including the emergency services, local authorities, the NHS, the Environment Agency and others. Their role is to plan and prepare for localised incidents and catastrophic emergencies. Current training is provided by HEI's through degree programmes, and these HEI's are represented in an advisory role on the trailblazer group as well. The professional body, The Emergency Planning Society, is represented on the trailblazer group.

## Proposal to develop an apprenticeship standard

### L6: Emergency Planner (continued)

#### Stand-alone occupation

*Please confirm that the proposed apprenticeship relates to a stand-alone occupation and explain how it will fit in with any associated apprenticeship standards.*

The occupation was reviewed by the Occupational Maps team prior to the internal restructure re-structure (Occupational Maps review attached).

This is a recognised occupation existing across Category 1 and Category 2 responders (this includes the police, NHS, fire service, Environment Agency, Highways Agency, local government) and private sector organisations (utilities, nuclear). There is no statutory regulator for the role, however The Emergency Planning Society is a professional body represented on the trailblazer group.

Emergency Planners support the preparation for, and response to, major incidents and events (such as epidemics/pandemics, severe weather, flooding, major industrial accidents, natural disasters). Emergency Planners understand the approach to analysing and managing risk, how to plan and prepare for emergency incidents and how to test the effectiveness of those plans through exercises. They will understand how to respond to emergency incidents in collaboration with other Category 1 and Category 2 responders and will be able to support their communities to recover post-incident.

This is significantly different to other apprenticeships currently available. Within the Protective Services route, we currently do not have another standard that could fulfil the training needs for this occupation. There is an apprenticeship for a Specialist Rescue Operative (Level 4), focused on undertaking rescue operations. This standard includes an element of planning and maintenance of equipment, however there is no other overlap and the context of the planning an Emergency Planner would undertake is significantly different to that of a Specialist Rescue Operative.

Within the Business & Administration route, the proposed Emergency Planner occupation is significantly different from Associate Project Manager (Level 4), Operations or Departmental Manager (Level 5), Senior Leader (Level 7), Project Manager (Level 6), and Chartered Manager (Level 6). While there is some overlap within these standards around working collaboratively with stakeholders, planning, risk analysis and risk management, there are significant gaps that are not addressed within existing standards and would not fulfil the requirements for Emergency Planner. Non of the above standards include knowledge and understanding around how to respond effectively to an emergency, or how to support recovery following an incident. Additionally, Emergency Planners will be involved in planning and delivering cross-organisation exercises in order to prepare for emergency situations that is not covered by any existing standard.

#### Progression routes

No progression routes specified

#### Progression routes comments

An individual may progress to more senior emergency planning roles where they would be responsible for leading emergency planning teams, or they may specialise in a particular area of emergency response.

#### Typical job titles

['Civil contingencies officer'  
'Civil resilience officer'  
'Emergency planning'  
'Emergency planning officer'  
'Emergency preparedness officer'  
'Resilience advisor'  
'Resilience and response officer'  
'Resilience officer']

#### Does professional recognition exist for the occupation...

No

Duty	OTJ training (days)
Establish and maintain effective working relationships with Category 1 and Category 2 responders to effectively discharge statutory functions in line with legislation (for example the Civil Contingencies Act 2004, REPPiR, COMAH).	8
Integrate Civil Protection arrangements through Integrated Emergency Management and / or Joint Emergency Services Interoperability Programme principles.	9
Manage the development and delivery of appropriate plans, procedures, training and exercising, and debriefing as necessary to address identified and foreseeable threats and risks.	12
Support the Strategic Leads within the organisation to jointly ensure the effective management and performance of partnership working.	7
Carry out roles and responsibilities, within the incident command system, alongside other agencies during operational incidents, for example the strategic/tactical co-ordinating of groups to support the preparedness, response, recovery phases of an incident, and the management of on-call rotas.	10
Test and maintain equipment to support the effectiveness of operational response.	8
Collect information on risks and resources in the community to support the development, interpretation, and analysis of risks contained within risk registers.	10
Develop, maintain, and evaluate emergency plans, arrangements, policies and procedures in line with statutory legislation and industry regulations (for example the Civil Contingencies Act 2004, REPPiR, COMAH).	12
Support the development and delivery of exercises to practice or validate emergency or business continuity arrangements.	10
Address the needs of individuals during the initial response to emergencies.	7
Maintain arrangements to effectively warn and inform the public/communities before, during, and in the aftermath of emergencies.	8
Embed continuous improvement processes through effective debriefing after an emergency, exercises and incidents including the requirement to write post exercise and incident reports, and ensure actions are followed up.	9
Develop training needs analysis and deliver training to attendees within parent organisation, or external stakeholders at different levels of the command structure such as stakeholders within their community, including other Category 1 and 2 responders, and the voluntary sector.	8
Conduct impact assessments (Environment, Economy, Psycho-social, Infrastructure, Political etc.) in order to identify and address the needs of individuals and communities during the response and recovery phases of emergencies.	10
Consider and review learning from U.K wide and international incidents through the review of Post Incident Reports and Inquiries to foster cross organisational improvements.	7