

Essential Emergency Planning Training for Category 1 and 2 Responders

A range of courses designed for personnel with the responsibility for Emergency Preparedness, Response, and Recovery, instilling both confidence and competence, to carry out their roles to best practice standards.





Good communications are at the heart of an effective response. Plans must set out arrangements to supplement usual communications facilities and provide properly trained staff. Appropriate training must be provided for the extra dimensions to communications that emergencies bring.

HM Govt Non Statutory Guidance: Emergency Response and Recovery V1

AWE has been using Bond Solon for a number of years to carry out both Emergencies on Trial and Log Keeper training to a number of key personnel. The professionalism and expertise of their training staff has been invaluable in meeting the aims and objectives required in a unique environment.

**Rob May
Training Manager
AWE Aldermaston**

Why undertake Essential Emergency Planning Training?

It is essential that personnel with an emergency preparedness, response and recovery role have the necessary training to enable them to carry out their roles professionally and effectively. Under the Guidance to the Civil Contingencies Act (CCA), appropriate training in records and communications is required for all Cat 1 responders and is also considered best practice for all Cat 2 responders.

Bond Solon delivers a number of 1-day courses that provide delegates with the essential legal knowledge and competencies to carry out their work effectively and to best practice standards. Delegates will consider relevant processes, procedures and rules of evidence that impact on their response to all incidents.

Training covers:

- Log Keeping
- Decision Making
- Litigation
- Inquests
- Public Inquiries

Essential Emergency Planning Training will:

- Provide both Cat 1 and 2 responders with an excellent knowledge of the relevant processes, procedures and practices
- Meet your training obligations under the CCA for Cat 1 responders and demonstrate best practice for Cat 2 responders.
- Include the evidential issues when responding to an incident
- Reduce risk and provide an opportunity to review emergency preparedness
- Create a standardised approach across the organisation when responding to incidents
- Instil confidence in personnel when responding to incidents



Unique approach in both the design and delivery of your training needs

Bond Solon will provide your organisation with the most up-to-date, relevant, useful and effective courses by working closely in partnership with you.

Courses are delivered in-house and can be tailored to your organisation's specific needs. Bond Solon will work with key personnel to ensure the training incorporates your organisation's policies, procedures, responsibilities and relationships with other agencies.

Courses have specific outcomes which include the necessary knowledge, understanding and skills to help ensure the competence of personnel tasked with emergency planning, response, or recovery.

Training can be based upon set case studies or can be further tailored to scrutinise documentation from past incidents, or documentation produced during tabletop or live exercises.

All courses are delivered by professional trainers who are also experienced barristers or solicitors.

Who should attend the training?

The training programmes have been successfully delivered for both Cat 1 and Cat 2 responders across the UK and can be run on either a single or multi-agency basis.

The courses are available for all personnel involved in emergency preparedness, response or recovery, from Log Keepers to Gold Commanders, including:

- Log Keepers
- Emergency Planners
- Tactical Advisors
- STACs
- Incident Commanders/Directors
- Bronze Commanders
- Silver Commanders
- Gold Commanders

I have been commissioning Bond Solon for a number of years. The training provided meets the needs of the Emergency Management team and the organisation as a whole in significantly increasing awareness, understanding and confidence. The learning outcomes apply exceptionally well back in the workplace, not only for emergency inquiries, but for other formal and legal hearings making the training excellent value for money. The feedback we receive from courses has been consistently outstanding, and I have had senior managers tell me it is the best training they have been on while at the authority. Bond Solon is one of few companies whose training I can book with complete confidence, and I recommend them to others.

Alan Jones
Head of Emergency Management
West Sussex County Council



Log Keeping Training

Loggists play a fundamental role in emergency response. The Bond Solon Loggist Training is excellent and should be a mandatory course for nominated log keepers within all Cat 1 responding agencies.

William Newton
Emergency Planning Officer
Northern Ireland
Ambulance Service

Our attendees gave really positive feedback and the training generating a good deal of discussion. For my part, I thought the training was really well balanced between tutorial and practical application, and we greatly appreciated the trainer's skill at ensuring the relevance of the material to the team. Hugely impressive and we will be recommending the courses, as and when appropriate, to colleagues in the industry.

Mark Rutter
SMS & Emergency Planning
Manager, Leeds Bradford
International Airport

Log-keeping plays an integral part in any incident response. The CCA guidance has emphasised the importance of these documents for good communications and audit purposes. Good logs are important to the decision-making process and for their post-incident evidential value. They also allow lessons to be learned and will benefit those involved in emergency planning and response in the future. It is therefore essential that those keeping logs do so to best practice standards and understand their importance.

This 1-day course has been designed to help ensure both decision-makers and loggists keep logs according to best practice standards.

Participants will gain an understanding of how and why to write timely and accurate logs during and after a major incident. The training will also help participants develop an objective and critical eye in relation to the logs they produce. The importance of these documents from a practical and legal perspective will be highlighted and participants will be gain the necessary competencies and confidence to ensure their written material can be relied upon in any subsequent legal proceedings.

The learning is reinforced by practical exercises and the course can also, if required, include post-incident report writing.

KEY LEARNING POINTS

- Why logs are important
- How to keep a log
- How to record sensitive material
- How to pool recollections
- How to keep an incident log
- How to keep a radio/communications log
- How to keep a decision-maker's log
- Appropriate content, language, layout, format, structure and style for post-incident reports

WHO SHOULD ATTEND:

- Log Keepers
- Emergency Planners
- Tactical Advisors
- STACs
- Incident Commanders/Directors
- Bronze, Silver and Gold Commanders



Emergencies On Trial

Incidents can lead to inquests, inquiries, criminal prosecutions and/or civil proceedings. Emergency planning personnel and other responders are at risk of being called to account in the witness box. Questions may be asked of their experience, training, records, notes and the procedures followed by them and their organisation before, during and after an incident. Interested parties and core participants may have litigious agendas to follow.

The procedures involved in giving evidence, the order of events and the roles of different people in inquests, inquiries and courts will be examined. Techniques lawyers use in questioning, particularly cross-examination, and how to deal with these will be explored.

The training can be based on a case study or be tailored around a past incident or documentation produced from a tabletop or live exercise.

This course is invaluable in reviewing emergency plans, preparedness, response and recovery. It also enables those who collect information which can be used as evidence to see how it can be challenged.

KEY LEARNING POINTS

- The role of Cat 1 and Cat 2 responders as witnesses in the adversarial and inquisitorial systems
- The importance of contemporaneous records and statements
- The procedures, order of events and roles of those in inquests, inquiries and courts
- Techniques lawyers use in questioning and how to handle them
- How to give clear, honest and objective evidence
- How to make appropriate use of supporting evidence, documents and notes when giving evidence
- How to give confident and clear testimony under difficult questioning
- How to prepare for giving evidence

WHO SHOULD ATTEND:

- Log Keepers
- Emergency Planners
- Tactical Advisors
- STACs
- Incident Commanders/Directors
- Bronze, Silver and Gold Commanders

“The specialist courses presented by Bond Solon have raised the awareness of our emergency management team as to how their actions, decisions and records could, following a major incident, be scrutinised in courts, public inquires and inquests. The training was also invaluable in providing our delegates with an understanding of how to adhere to best practice standards in log-keeping. The learning was reinforced by practical exercises and feedback from Bond Solon’s experienced lawyer trainers on how well we had applied their advice and guidance.”

Martin Harvey
Business Resilience Manager
Bristol Water



Kent FRS acknowledged the need to ensure our Incident Commanders fully understood the importance of maintaining a decision log, together with the practicalities of achieving this on the incident ground in a fast moving dynamic incident. Bond Solon provided training that fully met these core outcomes by means of a series of one day command loggist courses that blended the legislative theory with operational practice. The days ended with a practical exercise scenario for our commanders to make their decisions against, whilst putting their learning into practice by completing their logs. The simple application of conducting a simultaneous log alongside contemporaneous notes was a light bulb moment for many commanders who left the sessions with an understanding of how to complete these and the skills to achieve it.

**David Escudier,
Command & Operational
Training Manager
Kent Fire & Rescue Service**

About Bond Solon

Bond Solon is the UK's leading legal training company for non-lawyers. Over the past 21 years over 250,000 delegates have attended our training programmes. We work with a broad range of public and commercial organisations helping to ensure that their personnel are able to work to best practice standards and that they are aware of the legal framework in which they operate.

Bond Solon is a leading training provider for those tasked with Emergency Planning, Response and Recovery and have worked with numerous Cat 1 and 2 responders on both a single and multi-agency basis.

Sectors we typically work in

- Aviation
- Central government agencies
- Chemicals
- Defence
- Emergency services
- Energy
- Health bodies
- Local authorities
- Nuclear
- Transport
- Utilities



A selection of our clients...

COMMERCIAL

Argos, Arriva Trains Wales, AWE, BAA Southampton, BIFFA, Birmingham Airport, Bristol Water, British Nuclear Fuels Limited, British Gas, British Telecom, BSkyB, Costain, London Gatwick Airport, London Luton Airport, Magnox North, National Express, National Grid, Northern Rail, RWE npower, TNT Express, Urenco, Vodafone, Welcome Break, Welsh Water

CENTRAL GOVERNMENT

Air Accident Investigation Branch, Defence Science and Technology Laboratory, Environment Agency, Essex Resilience Forum, Forensic Explosives Laboratory, Health Protection Agency, Isle of Man Government, Marine Accident Investigation Branch, Maritime & Coastguard Agency, MoD, NORMIT, Rail Accident Investigation Branch, Transport for London

POLICE

Avon & Somerset Constabulary, British Transport Police, Durham Constabulary, Essex Police, Greater Manchester Police, Hampshire Constabulary, Merseyside Police, National Policing Improvement Agency, North Wales Police, Police Service of Northern Ireland, South Wales Police, Thames Valley Police, West Midlands Police, West Yorkshire Police, Warwickshire Police

HEALTH

Belfast Health and Social Care Trust, Cheshire, Warrington and Wirral Area Team, County Durham & Darlington NHS Foundation Trust, Department of Health, Social Services and Public Safety Northern Ireland, East Midlands Ambulance Service, Great Western Ambulance Service, NHS England (Midlands & East), Scottish Ambulance Service, Welsh Ambulance Service, West Midlands Ambulance Service, Wiltshire Air Ambulance

FIRE & RESCUE SERVICES

Cheshire Fire & Rescue, Cumbria Fire & Rescue Service, Derbyshire Fire & Rescue Service, Greater Manchester Fire & Rescue Service, Humberside Fire & Rescue Service, Kent Fire & Rescue Service, London Fire & Emergency Planning Authority, Northern Ireland Fire & Rescue Service, Nottinghamshire Fire & Rescue Service, South Yorkshire Fire & Rescue Service, West Midlands Fire Service

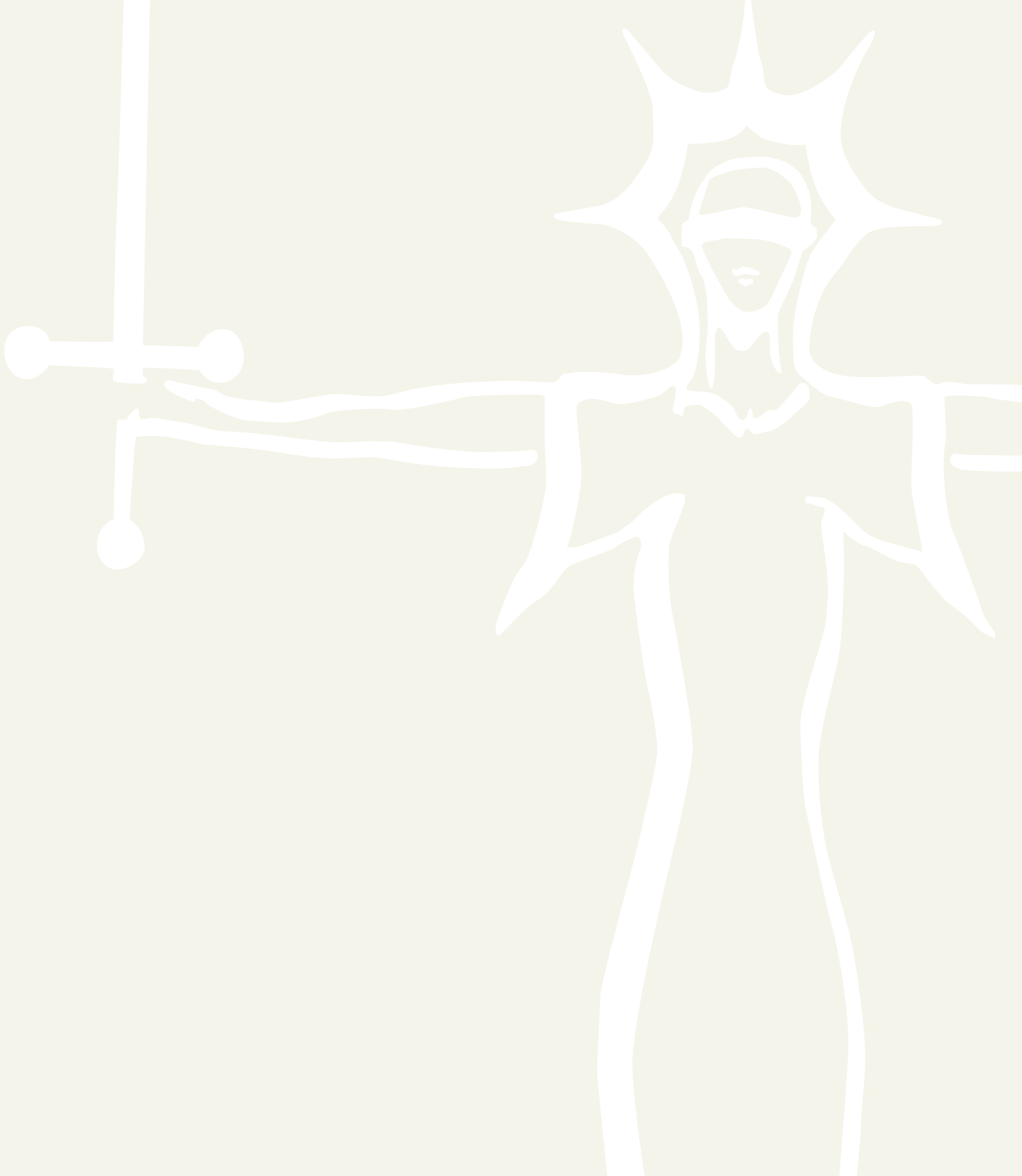
LOCAL GOVERNMENT

Basildon District Council, Blackburn with Darwen Borough Council, Blackpool Council, Blaenau-Gwent County Borough Council, Bracknell Forest Council, Cambridgeshire County Council, Dudley MBC, Essex County Council, Oxfordshire County Council, Reading Borough Council, Rochford District Council, Sandwell MBC, Surrey County Council, South Lanarkshire Council

“Good record keeping serves a further purpose whether or not there is a formal inquiry. It allows lessons to be identified and made more widely available for the benefit of those who might be involved in future emergencies.”

**HM Govt Non Statutory
Guidance: Emergency
Response and Recovery V3**

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