



HUMBERSIDE FIRE AND RESCUE SERVICE

EMERGENCY RESPONSE

EXERCISES POLICY

Owner	Director of Service Delivery Support
Responsible Person	GM Emergency Response
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1. INTRODUCTION

Exercises will be conducted for the following (but not exclusive) purposes:

- Establishing or practising a new procedure or technique;
- Confirming the efficiency of an existing procedure or technique;
- Consolidating knowledge of a risk and any tactics pertinent to the risk;
- Liaison with other services;
- In response to local or national incidents of significant consequence;
- Identified risks as part of the station risk profile;
- Testing operational pre plans;
- Temporary hazards that present a significant risk.

All operational staff must undertake in appropriate exercises within designated frequencies at their level and for their specialism to support their continuous professional development in role.

2. EQUALITY AND INCLUSION

HFRS aims to continuously improve the standards of service we provide to the community we serve. We recognise the importance of and are committed to promoting equality and inclusion in the provision of our services and to our employees. We are committed to encouraging equality and diversity amongst our workforce and to eliminating unlawful discrimination. We aim for our workforce to be truly representative of the community we serve and for each of our employees to feel respected and to be able to give their best.

3. AIMS AND OBJECTIVES

Aim:

To ensure that all operational personnel undertake exercises at identified risks and to assure key procedures to support an effective and efficient response.

Objectives:

- To define type, frequency and level of attendance at exercises;
- To ensure operational assurance at exercises;
- To validate operation pre-plans and SSRI information;
- To realistically exercise operational personnel's' competence;
- To ensure the suitability of equipment, policy and procedures;
- To ensure suitable and sufficient mobilisation of assets;
- To promote inter-agency working.

4. EXERCISE PROGRAMME

The exercises will follow four broad themes aligned to three risk critical elements of the national occupational standards for the firefighter role. The fourth theme shall be specific to the local risks.

5. EXERCISE CRITERIA

An exercise is defined as being within the following criteria:

- It should involve the normal pre-determined attendance for the designated exercise site;
- Specialist appliances may be involved at the organisers discretion;
- The exercise must be sited at other than HFRS premises;
- Where possible exercises should take place at a recognised operational risk site off station;
- Exercises will include realistic mobilising and the use of standard message procedures in conjunction with Service Control;
- All exercises will be allocated a code name by the organiser and the prefix 'Exercise (code name)' will be used for all messages;
- Appliances proceeding to an exercise will observe the normal Traffic Regulations;
- An exercise pro forma must be completed for all exercises and a copy sent to exercises@humbersidefire.gov.uk;
- All exercises will be subject to an operational assurance process to assist this process a person should be specifically appointed for this role, ideally this person should have a role in facilitating the exercise and conducting the debrief. e.g. Tactical Advisor.
- Completion of exercises should be confirmed via the exercise email to be recorded on the exercise matrix.

6. EXERCISE TYPES

There are two main types of exercise:

- Table top
- Live simulation

The choice of which one to adopt depends on what the purpose of the exercise is. It is also dependent on lead-in time and available resources.

Table Top Exercises

Table top exercises are based on simulation, they involve a realistic scenario and a time line, which may be real time or expedited. Table tops can be facilitated in a single room, or in a series of linked rooms which simulate the divisions between responders who need to communicate and be coordinated. The players are expected to know the plan and they are invited to test how the plan works as the scenario unfolds. This type of exercise is particularly useful for validation purposes, particularly for exploring planning assumptions.

Level 4 LRF Exercises

The Local Resilience Forum will publish a series of exercises at the start of the year based around identified risks within the Humber Community Risk Register. These exercises will test procedures at strategic and tactical coordinating group levels. HFRS officers will participate at the appropriate level to test multi-agency working and procedures plus HFRS support and resilience. In addition to appropriate level officer attendance HFRS may use these exercises as development opportunities for less experienced officers to familiarise themselves with multi-agency working and JESIP principles at tactical and strategic level including the support arrangements required.

Level 3 Exercises

This level requires an officer to tactically command the largest and most serious incidents, usually on-scene or at an appropriate location, characterised by the requirement for tactical co-ordination and having reached the stage of utilising developed command support.

Each exercise being planned should meet the mobilisation criteria for this level of incident management (between 6 & 9 pumping appliances for GMs and 10+ for AMs plus specials) and be structured to ensure a natural progression of the incident command structure.

Level 2 Exercises

This level is typified by a responding tactical commander who will demonstrate the ability to review and determine incident status, assume responsibility and take over command and control operations at middle manager level.

Each exercise being planned should meet the mobilisation criteria for this level of incident management (between 4 & 5 pumping appliances plus specials) and be structured to ensure a natural progression of the incident command structure.

Level 1 Exercises

This level is typified by the officer who will demonstrate the ability to command and control operations at a task-focused supervisory level, or to control a more serious escalating incident in the early stages until relieved of command by a more senior commander.

Each exercise being planned should meet the mobilisation criteria for this level of incident management (2 to 3 appliances plus specials) and be structured to ensure a natural progression of the incident command structure.

Cross Border Programme

Emergency Response Station Managers will also develop a quarterly exercise programme with their bordering fire and rescue services at risks where joint attendance is planned or the community risk is similar, such as flooding.

7. FREQUENCY

- LRF exercises would be expected to be facilitated once every six months.
- Level 3 Area Manager exercises once per quarter, being balanced across the various watch colours.
- Level 3 Group Manager exercises twice per quarter, across each watch colour over the year.
- Level 2 exercise four times per quarter, across each watch colour over the year.
- Level 1 exercises one per month per watch for full time; one per quarter for on-call.

JAN	FEB	MAR	APR	MAY	JUN	JULY	AUG	SEP	OCT	NOV	DEC	
LRF						LRF						
AM			AM				AM			AM		
GM		GM		GM		GM		GM		GM		
SM	SM	SM	SM	SM	SM	SM	SM	SM	SM	SM	SM	

The programme will be the responsibility of the Emergency Response Group Managers and quality assured through the Operational Risk Meeting. Key themes for the next year will be published with the Training Plan in October of each year.

8. REALISM AND SAFETY

Unless operational exigencies prevent it, all exercises will include realistic mobilising and the use of standard message procedure in conjunction with Service Control. All exercises will be allocated a code name by the organiser and the prefix 'Exercise (code name)' will be used for all messages. Appliances proceeding to an exercise will observe the normal traffic regulations. Almost all fire and rescue service operations involve an element of risk; this risk must be controlled through suitable and sufficient planning and facilitation to ensure safety of personnel.

9. EXERCISE PLANNING OVERVIEW

Methods of Facilitation

Determine the format of the exercise; if the aim can be properly achieved without the use of unnecessary aids such as fire, smoke, water and casualties, leave them out of the proposals. The effort involved in laying on these facilities may not be reflected in the outcome of the exercise, and often the logistics involved obscure the real purpose of the exercise.

Structure

Decide on how structured the exercise is to be, the organiser may consider it appropriate to take the part of the Officer in Charge if they wish to dictate precisely the way in which he wishes the exercise to go.

Alternatively, they may appoint an Officer in Charge beforehand and supply them with a detailed brief. Another option is to let the normal predetermined attendance arrive and the officer requirements be dictated by the normal mobilising sequence.

Other Agencies and Organisations

Consider the involvement of other Services; combine the partners at exercises to validate JESIP principles.

Premises

Select the premises and liaise with the occupier and representative bodies, assess the suitability of the building to confirm that it meets the aims and objects of the exercise, in both realism and safety. Establish the 'no go' areas and restrictions on interference with the premises. It is important to determine whether the workforce is to be involved in evacuations and whether water can be applied, or smoke introduced inside working areas, or on outside plant. A joint risk assessment of the area of the premises to be utilised to identify any hazards and control measures that may be necessary.

Pre-determined Attendances

Advise Service Control of the extent of the exercise; it may be necessary to impose an upper mobilising limit, irrespective of the request sent from the incident ground and to specify which stations are to be involved when requests for assistance are received. Service Control must be informed of any delay when mobilising appliances from the exercise.

Brief

A full safety brief will be required for all attending should written instructions be necessary then the following information should be contained in them:

- Action to be taken by umpires and safety officers.

- Communication arrangements for, or between umpires.
- Identification of umpires, observers, etc., e.g. coloured tabards.

10. POST EXERCISE ASSURANCE

Outcomes and learning from the exercise will be recorded using the operational assurance process completed by the person facilitating the exercise and conducting the debrief.

**If you require any further guidance / information in relation to this policy,
please contact Emergency Response**