

Conduct debriefings after emergencies, exercises or other activities

Overview

This standard is about conducting debriefing with individuals or groups following emergencies, exercises or other activities. It includes facilitating debriefings in a manner which recognises successful performance, identifies lessons to be learned and enables review of relevant plans and arrangements.

Target group

This standard is recommended for those who conduct debriefings following an emergency, exercise or other activity.

Performance criteria

You must be able to:

1. gather and review relevant information required for debriefings in accordance with organisational requirements
2. confirm that resources or facilities needed for debriefings are available in accordance with organisational requirements
3. confirm that those who should participate in debriefings have been identified and encouraged to attend in accordance with organisational requirements
4. provide participants with required information in accordance with organisational requirements
5. identify key issues and questions to be considered in debriefings in accordance with organisational guidelines
6. facilitate debriefings in a structured and organised way in accordance with organisational guidelines
7. provide constructive feedback to those involved, and encourage contributions in accordance with organisational guidelines
8. recognise successful actions and acknowledge effective performance in accordance with organisational guidelines
9. identify and prioritise opportunities to improve future planning and responses in accordance with organisational guidelines
10. disseminate results of debriefings to relevant people in accordance with your organisation's protocols, to support future planning and responses
11. maintain comprehensive, accurate records of debriefings in accordance with your organisation's protocols

Knowledge and understanding

You need to know and understand:

1. reasons for debriefing after emergencies, exercises or other activities
2. benefits of 'hot' debriefs and 'cold' debriefs after events
3. types and extent of information required prior to debriefings
4. how to plan and structure debriefings
5. types of resources or facilities needed for debriefings
6. roles and responsibilities of those conducting debriefings
7. who should participate in debriefings and how to encourage attendance
8. information which should be provided for participants
9. how to provide clear and constructive feedback
10. why individuals may have different perceptions of what happened during events
11. why it may be necessary to treat contributions to debriefings as confidential
12. how to agree learning points and relate these to future planning and responses
13. organisational protocols for maintaining records and developing action plans
14. how to communicate outcomes of debriefings with relevant people
15. organisational protocols for ensuring actions agreed at debriefings are implemented, monitored and reviewed

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Behaviours

Listed below are the main generic behaviours which need to be applied. These are explicit/implicit in the detailed content of the standard and are listed here as additional information:

- 1 collaborative
- 2 constructive
- 3 determined
- 4 investigative
- 5 open minded
- 6 realistic

Skills

Listed below are the main generic skills which need to be applied. These are explicit/implicit in the detailed content of the standard and are listed here as additional information:

- 1 analysing
- 2 communicating
- 3 consulting
- 4 facilitating
- 5 information management
- 6 listening
- 7 organising
- 8 prioritising
- 9 problem solving
- 10 report writing

Glossary

Frequently used terms and how they should be interpreted in the context of the Civil Contingencies NOS:

`Hot' debrief

Debrief immediately after an event

`Cold' debrief

Debrief some time after an event (e.g. a written assessment)

Links to other NOS

This standard is linked to:

- 1 CCAE2 Direct and facilitate exercises to practice or validate emergency or business continuity arrangements
- 2 CCAG2 Respond to emergencies at the tactical (silver) level
- 3 CCAG3 Respond to emergencies at the operational (bronze) level

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