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## Overview

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.

**Performance  
criteria**

*You must be able to:*

**Conduct a risk assessment**

1. Identify potential disasters, building weaknesses or potential weaknesses
2. Identify the implications of any action to mitigate the disaster, including the threats posed
3. Identify and cost potential solutions
4. Identify actions that could be taken immediately to minimise the effects of potential disasters
5. Obtain specialist advice where necessary
6. Analyse and record the suggested response to potential disasters

**Develop a disaster plan**

7. Describe the threats posed to the organisation from potential disasters and the likely response to those disasters
8. Identify different models of disaster planning
9. Consult with specialists where necessary
10. Describe how the identified threats can be minimised
11. Produce a written disaster plan
12. Outline potential rescue opportunities in the event of a disaster and the procedures that should be followed
13. List all the resources that may be required along with details of where they are located
14. Outline the command structure in the event of a disaster
15. Identify secure off-site locations for critical information and resources
16. Record a procedure for regular review of the disaster plan
17. Describe how the organisation will communicate with staff, stakeholders and the media in the event of a disaster

#### **Implement disaster readiness measures**

18. Implement actions that could be taken immediately to minimise the effects of potential disasters
19. Obtain specialist advice where necessary
20. Provide a store of resources for use in a disaster
21. Communicate disaster plans to those with responsibilities under the plan
22. Identify training needs for those with responsibilities under the plan
23. Conduct training and simulated disasters to test the effectiveness of the disaster plan

### Knowledge and understanding

*You need to know and understand:*

1. The appropriate service intervals for electrical equipment and building systems
2. Where specialist advice could be sought
3. Potential disasters which could occur
4. The limits of personal responsibility in a disaster situation
5. The level of risk associated with different disaster responses
6. The vulnerability of the organisation to different disasters
7. How the response to one disaster can create further problems
8. The implications of disasters occurring out of hours
9. What constitutes a disaster
10. The types of information that should be kept securely, off-site
11. Why the command structure might be different in the event of a disaster
12. Where specialist advice could be sought
14. How all contingencies have been explored
15. How the simulations have tested the effectiveness of the plan
16. What resources and rescue materials would be required
17. Why disaster simulations are important

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**Date approved**

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**Indicative review  
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**Validity**

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**Status**

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**Originating  
organisation**

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**Original URN**

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**Relevant  
occupations**

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**Suite**

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**Key words**