JESIP Embedding Checklist

Version 1.0

October 2016

JESIP
Working Together – Saving Lives

Introduction

The introduction of the *JESIP Joint Doctrine: the interoperability framework* in 2013 has been recognised as significantly improving the interoperability of the emergency services.

After the publication of the Joint Doctrine, thousands of staff received training and awareness about JESIP and all emergency services were tasked with embedding JESIP into local policies, procedures and future training programmes. In addition, many other responder agencies[1] involved in emergency response are also integrating JESIP into their operations where relevant.

The longer term success of JESIP will be truly realised when we achieve a fully embedded culture of interoperable working. The overall aim is to see JESIP fully embedded across all emergency services by the end of 2017.

Many organisations have made considerable progress with embedding JESIP locally, however, as identified by the independent tri-service review co-ordinated by HMIC in 2015, there is more to do to fully embed JESIP.

This checklist has been developed by the JESIP team primarily to help emergency services clarify the progress they have made with embedding JESIP and potentially highlight any areas where more could be done. It will be made available to other responder agencies however it is recognised many will not need to carry out the same number of activities or to the same extent, depending on their role in multi-agency response.

The checklist is designed to be used as a self-help guide containing the minimum requirements for embedding JESIP. It is acknowledged that many organisations may have carried out additional activities which also support the embedding of JESIP which is to be encouraged.

The content of the checklist will form the basis of the next JESIP self-assessment survey due to be released in November 2016. This survey will ask emergency services to report their assessment of their progress with embedding JESIP. The JESIP team will utilise this information ahead of visiting services to discuss embedding activity during 2017.

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[1] Responder Agencies identified as any organisation involved in response activities or supporting those who are

Overall Outcomes

In line with the national JESIP objectives, each emergency service should aim to achieve the following overall outcomes in proportion to the role their organisation plays in multi-agency emergency response[2].

1. **Joint Doctrine to be fully embedded** into the relevant policies, plans and procedures (including specialist response capabilities) of the organisation.

2. **Effective JESIP training** aligned to National Occupational Standards provided for all relevant emergency services personnel throughout career life-cycles and incorporated into continued professional development programmes.

3. To support and use **Joint Organisational Learning**[3] (JOL) as the standard for multi-agency learning affecting interoperability from incidents and exercises.

4. **Appropriate assurance processes** to regularly assess the level to which JESIP has been embedded including staff competence against the JESIP Learning Outcomes Framework.

5. **Incorporate wider resilience partners** in local implementation including joint training, exercise programmes and recording lessons identified onto JOL, while not detracting from the focus on enhancing interoperability.

The following pages contain guidance on how individual organisations can ensure they are meeting the requirements to embed JESIP in line with the above outcomes.

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[2] For example a local authority may only require certain members of staff to have an awareness of JESIP whereas an emergency service will require all operational and control room staff to fully understand and be able to apply JESIP as routine.

[3] JOL was launched in July 2015 to provide a national system to identify and analyse learning and oversee implementation of change.

Example Products to Support Local Embedding

The following products have been developed by the central team to support the local embedding of JESIP.

Product	Use
JESIP Joint Doctrine Edition Two	Overall policy that underpins successful joint working
Introduction to JESIP presentation	Short presentation explaining the basics of JESIP suitable for a range of audiences
JESIP e-learning (all staff and command)	Online learning packages which allow an individual to learn about JESIP including a short test of knowledge
Classroom courses for operational & tactical commanders and control room managers and supervisors	Standard national classroom based courses aimed at levels of command and control room managerial and supervisory staff
Wider Responder Awareness Package	A short presentation (with optional commentary) providing other responder organisations with an introduction to JESIP and the potential implications for them
JESIP Aide Memoires	Handy pocket size guide containing a reminder of the key JESIP ways of working for all responders, control room staff and all levels of commander
Control Room Quick Reference Guide	Supporting Control Room in understanding and interpreting M/ETHANE messages when received from incident ground/scene
JESIP App	Mobile Phone Application providing easy access to key information about JESIP based on the Joint Doctrine
JESIP Website	Source of all JESIP related information
JESIP Films	A number of JESIP videos available on YouTube and also on ResilienceDirect
JESIP Fact Sheets	Useful summaries of key JESIP information to share with staff and partner organisations
JESIP Posters	Posters focussed on the key JESIP models acting as useful reminders for offices, stations, control rooms and emergency planning departments
Assurance Exercise Framework	A template for organisations who wish to plan a cost effective one day multi-agency live play exercise which allows multiple groups of commanders to exercise against JESIP in a single day
JESIP Exercise	A template for those planning multi-agency exercises to

Product	Use
Objectives template	ensure JESIP related objectives are included alongside the exercise scenario
JESIP Umpire template	A template aligned to the Exercise Objectives Template to more easily allow umpires to assess the application of JESIP throughout an exercise
JESIP Multi-Agency De-brief Template	A template to be used alongside existing multi-agency de-briefing arrangements in order to help identify and capture interoperability lessons and notable practice.
JOL System	The national database used for the logging and sharing of interoperability lessons identified and notable practice
JOL Guidance Document	Provides the background and guidance for the Joint Organisational Learning arrangements and JOL system
JOL How-To Guide	Provides a short guide on how to use the JOL system
Notable Practice Aide Memoire	Provides useful prompts for capturing Notable Practice prior to submitting to the JOL system

Doctrine

Where JESIP has been integrated into local policies, plans and procedures, it is anticipated the following will apply:

- The agreed model for sharing incident information is stated as M/ETHANE which replaces all other previous models such as CHALET, SAD CHALET

- Any mention of joint working or working with other agencies references the five Principles For Joint Working

- Any mention of joint working or working with other agencies in relation to command and making joint decisions references the Joint Decision Model (JDM)

- All relevant frontline staff are able to generate a M/ETHANE message

- Staff in control rooms can accept and understand M/ETHANE messages

- All commanders are able to apply JESIP principles and the Joint Decision Model as a matter of course

Organisations should be able to:

☐ Provide a list of all local policies, procedures and plans which have been affected by JESIP (such as, but not limited to; local operational response plans, command and control procedures, emergency plans and major incident plans)

☐ Indicate which policies, procedures and plans have been aligned to the JESIP Joint Doctrine and those which are outstanding with ability to evidence if requested

☐ Have a timed review procedure in place to ensure procedures maintain currency and are regularly checked against the latest version of the JESIP Joint Doctrine.

☐ Be able to evidence how national or specialist doctrine, policies or procedures have been integrated into local arrangements

☐ Be aware of and evidence use of relevant JESIP products (see page 4 for details) to support embedding of JESIP

☐ Provide any other evidence or demonstrate additional ways in which JESIP Joint Doctrine is being integrated into the organisations policies, procedures and plans

Training/Awareness, Testing & Exercising

Where JESIP has been integrated into staff training and continuous professional development programmes, it is anticipated the following will apply:

- All relevant front-line response staff will attain and maintain the knowledge and understanding of interoperability principles in line with the JESIP Learning Outcomes Framework to enhance their ability to respond effectively upon arrival as the first personnel on-scene.

- All control room staff will attain and maintain the knowledge and understanding of JESIP in line with the JESIP Learning Outcomes Framework to enhance their ability to respond effectively upon receipt of the first call and as the incident progresses.

- All those performing a command role and those performing a control room manager/supervisor role will attain and maintain competence in the use of JESIP in line with the JESIP Learning Outcomes Framework through relevant JESIP aligned training and exercising in a joint agency setting. They should receive appropriate refresher training alongside peers every three years. (This training must include JESIP principles, use of the JDM and M/ETHANE).

- All those working in control rooms are aware of the procedure and importance of sharing incident information with the control rooms of other organisations.

- Adoption of the various JESIP tools and templates for ensuring JESIP is integrated in any multi-agency exercises (for example JESIP Exercise Objectives template, umpire evaluation template, multi-agency de-brief template).

- Adherence to guidance provided in respect of the frequency of exercising staff (command staff and control room managers / supervisors to take part in multi-agency exercising as often as possible but as a minimum at least once every three years).

Organisations should aim to:

☐ Provide a list (and examples) of the training products with appropriate input about interoperability for the following groups of staff:

- New recruit / basic training (operational or control room)

- Staff on promotion

- Staff working in a control room or equivalent

- Staff who may perform a command role (from operational through to strategic) including those who operate in specialist roles

☐ Demonstrate that any training products in use which are not those provided by JESIP, are aligned to the JESIP Joint Doctrine and Learning Outcomes for the relevant group of staff.

☐ Identify which staff may require training or awareness of JESIP, what training they require and when they will receive it.

☐ Have records of staff who have received JESIP training / awareness and to what level.

☐ Evidence plans to train any existing staff who are required to perform a command role and who may not have attended a one day multi-agency interoperability command course in the initial JESIP roll out (2012-2014).

☐ Have an agreed procedure to regularly check competence of staff against JESIP Learning Outcomes Framework and provide appropriate refresher training.

☐ Demonstrate how the organisation has collaborated with others to develop a planned and published programme of local and potentially regional multi-agency interoperability training designed to meet the learning outcomes for the relevant audience.

☐ Have shared training schedules with other services locally (and possibly beyond) to maximise training opportunities for services with less resources and ensure multi-agency training is cost effective.

☐ Demonstrate how the organisation is ensuring interoperability command or control room manager/supervisor training is delivered by a joint multi-agency training team.

☐ Have identified appropriate trainers to be able to deliver JESIP related training in a multi-agency environment and evidence an internal process for cascading knowledge to new trainers.

☐ Demonstrate a robust internal process that will trigger regular reviews of training programmes against the latest version of the JESIP Joint Doctrine.

☐ Demonstrate how staff can access relevant e-learning and other self-learning tools such as the JESIP App (where feasible) and the JESIP aide memoire.

☐ Demonstrate collaboration with the local LRF and other agencies to exploit local joint training opportunities

☐ Provide evidence that those staff who have to utilise interoperability communications have had appropriate training and can demonstrate competence.

☐ Have awareness of the new arrangements for training tactical advisors in respect of operational communications (Operational Communications Advisor Course (Airwave) - pre 2016 known as Airwave Tactical Advisor training).

☐ Demonstrate the arrangements for carrying out a regular test of the use of interoperable communications for relevant staff (currently Airwave).

☐ Have the ability to report nationally on the numbers of staff who have received JESIP related training or awareness.

☐ Demonstrate how the organisation has provided any additional support / or shared information with staff to encourage self-learning / refresher knowledge above and beyond the points above.

Testing & Exercising

☐ Have a planned programme of multi-agency exercises which incorporate the JESIP Exercise Objectives and are developed in partnership with other agencies designed to test staff in the use of JESIP principles, M/ETHANE and the JDM.

☐ Demonstrate collaboration with the local LRF and other agencies to ensure any exercises planned consider learning outcomes for all partners involved.

☐ Provide evidence that the JESIP Umpire templates are utilised during exercises to test that staff are meeting the JESIP objectives and have a mechanism for capturing feedback post exercise.

☐ Explain the local process for capturing feedback from any multi-agency exercise (de-briefing).

☐ Demonstrate how learning from multi-agency exercises is captured and how action is taken against any issues captured.

Joint Organisational Learning (JOL)

Where JOL is understood and accepted as the standard for multi-agency learning, it is anticipated the following should apply:

– Local arrangements are in place that capture and allow the seamless transfer of any interoperability related lessons identified or notable practice onto JOL for sharing with others, consideration of national impact and potential action by the Interoperability Board.

– The local JESIP strategic lead is aware of the responsibilities with regards to acting on any recommendations shared via JOL.

– Commanders and staff involved in local de-briefing arrangements have an awareness of JOL and the local processes that link to it.

Organisations should aim to:

☐ Demonstrate and provide evidence that there are local procedures established for submitting inputs onto JOL including an audit trail of any actions taken locally to address issues.

☐ Demonstrate and provide evidence of how collaboration is undertaken with local partners when lessons are identified to mutually agree what will be submitted onto JOL and by whom.

☐ Provide evidence of debrief procedures within each service/trust and across the LRF that capture interoperability lessons and either use or make reference to the JESIP multi-agency de-brief template.

☐ Have a nominated Single Point of Contact (SPoC) known to the JESIP central team and who is responsible for accessing the JOL system and submitting Lessons Identified or Notable Practice on behalf of their service.

☐ Ensure the JOL SPoC has the appropriate training, is aware of the triggers for submitting a Lesson Identified or Notable Practice onto JOL and is familiar with the JOL system.

☐ Ensure a robust process is in place when an existing JOL SPoC transfers from the role, a seamless handover and appointment of replacement JOL SPoC is carried out and the central team notified.

☐ Confirm the identified contact at strategic level who holds responsibility for the implementation for any JOL recommendations made by the Interoperability Board.

☐ Demonstrate and provide evidence that strategic leads have acted on any JOL recommendations issued and have procedures in place to ensure the service will act on future JOL Action Notes.

☐ Provide evidence that any lessons identified or regular trends shared via JOL are considered when planning multi-agency exercise scenarios and objectives.

☐ Ensure operational and control room staff are aware of the importance of capturing lessons identified locally via de-briefing procedures.

☐ Ensure staff have an awareness of the local and national arrangements in place to monitor and act on lessons identified.

Communications & Engagement

To ensure consistent and coordinated sharing of information about JESIP and related activities, services should have:

❑ A formal mechanism in place to ensure decisions taken at the Interoperability Board can be acted on and implemented locally.

❑ Methods for staff to easily access information about JESIP including the website, e-learning packages, all other JESIP products to increase awareness about JESIP or to act as a refresher.

❑ Named points of contact who perform JESIP Lead Roles (*see **JESIP Lead Roles** below*) and are known to each other within the service and to the JESIP Central Team.

❑ Within each service, evidence that the local JESIP leads work together and also with counterparts in partner organisations to co-ordinate JESIP activity where relevant.

❑ Proactively engage with partners locally in order to increase awareness of JESIP and where possible include them in training, testing and exercising.

JESIP Lead Roles

JESIP Strategic & Delivery Leads

JESIP Strategic and Delivery Leads form a consistent national network across all emergency services and a link from the local level to the central JESIP team. Between them they should hold responsibility for the following:

- Have an appropriate level of delegated authority to make strategic level decisions with regards interoperability on behalf of their organisation.

- Have responsibility for implementation and embedding JESIP within their service ensuring JESIP principles are taught on initial training, command level staff and staff on promotion via a robust Continuous Professional Development pathway;

- Have responsibility for providing clear lines of evidence supporting integration of JESIP, where requested, during any JESIP review or assurance process;

- Have responsibility for ensuring local arrangements are in place for the local recording and reporting of interoperability lessons and notable practice via the Joint Organisational Learning arrangements; and,

- Be a strategic point of contact with accountability for delivery and implementation of any recommendations made by the Interoperability Board.

JOL SPoC

- To be in a role within their host service, trust or LRF involved with de-briefing procedures, operational assurance or equivalent function;

- To have an awareness and understanding of the JESIP Joint Doctrine and be able to identify relevant lessons or notable practice from de-briefs that fall within the scope of JOL;

- To input Lessons Identified and Notable Practice on behalf of their service, trust or LRF;

- To have basic IT ability and confidence in using web based applications; and,

- To have access to ResilienceDirect.