

SCRIBING FOR EMERGENCY MANAGEMENT COURSE INFORMATION SHEET

This course informs participants of the importance of the scribe function in an emergency coordination centre/emergency operations centre (ECC/EOC), introduces methods and best practices, and provides opportunities to put their skills to practice in several scribing exercises.

COURSE OUTCOMES

At the end of the course, you will:

- Explain the roles and the responsibilities of a scribe within emergency management List the physical requirements of an ECC
- Recognize and record pertinent information using a standardized process.
- Generate scribe logs for emergency management while applying best practices.

EVALUATION

Performance in this course is assessed based upon the quality of the student's production of a scribe logs from several emergency management information-exchange scenarios

TRAINING METHOD

- Facilitator-led instruction.
- Group Discussion.
- Exercises in Scribing

TARGET AUDIENCE

Staff engaged as, or who anticipate being engaged as scribes in an ECC or EOC.

COURSE PREREQUISITE

Completion of the AEMA Basic Emergency Management (BEM) Course and Incident Command System ICS-100 are **required**. Self-study version of the BEM and ICS 100 courses are at <http://apsts.alberta.ca/online-courses/>.

COURSE LENGTH AND LOADING

Minimum of three and one half hours is required to achieve the course outcomes. A minimum of six participants is ideal.