Critical Scribe Training: Course Outline

Course Description

This training will enable key Emergency Operations Centre (EOC) and response staff to perform the duties of a Critical Incident Scribe. The Scribe takes notes for the Command Section or Incident Commander. The notes capture the decisions, directions, actions of the Commander and the circumstances and information that leads the Commander to make decisions. The scribe notes allow the Commander to focus on decision making rather than note taking. These notes become a critical of the record of the event and can be used in any legal proceedings that may follow.

Learning Objectives

- To familiarize candidates with the role of a scribe in an Incident Command Post, Emergency Operations Center or in the field.
- To provide an understanding of the duties and responsibilities of a scribe.
- To provide an understanding of the purpose of scribe notes, including crucial information to record, tasking, situation reports.
- To provide an understanding of SMEAC, a template / tool used to manage critical or large incidents.
- To provide an understanding of the work environment and how a Scribe fits into a response organization.
- To provide an understanding on the principals and responsibilities of disclosure, including sensitive or protected information.

Recommended Prerequisite Course(s)

EOC Essentials is an asset

Audience

Participants should have a basic understanding of emergency response principles, as well as strong administrative and organizational skills.

Structure and Delivery

The Critical Incident Scribe course is taught by Fiona Flanagan from Frontline Scribes. Fiona has a long professional history supporting emergency response teams and high-profile criminal trials. Fiona is a practicing Critical Incident Command Scribe and the owner of Frontline Scribes. She facilitate training for a long list of response organizations including the RCMP, The Corporation of Delta, and the Ontario Power Group.

This course will be taught in a classroom setting and 4hrs long.

Registration

Spring Session – March 27, 2019, 9:00 a.m.-1:00 p.m.
Click here to register

Fall Session – October 22, 2019, 9:00 a.m.-1:00 p.m.
Click here to register