

Scribing for Emergency Management

This course focuses on the key responsibilities of the Scribe under the Incident Command System (ICS) within an Emergency Operations Centre (EOC). It teaches and demonstrates the importance of developing and maintaining accurate records during an emergency management event. Scribing for Emergency Management will introduce different methods, best practices, and provide opportunities for participants to practice their skills. Learning documentation techniques will prepare participants to professionally present themselves and to provide accurate information in emergency incident or major event circumstances.

This three-hour course includes the following topics:

- Scribe roles and responsibilities;
- Scribing Best Practices;
- Records retention;
- Personal preparation; and
- Course summary and self-check quiz.

Scribing for Emergency Management is a 3-hour course and can be conducted in person or remotely via Microsoft Teams, Cisco Webex or Skype to a group of up to twelve (12) people. A student reference guide is provided electronically to each participant prior to the training, along with a certificate of completion to those successfully completing the course.

Outcomes

Following the successful completion of this course, participants will be able to:

- Demonstrate the skills and techniques learned to write more efficient and standardized notes;
- Prepare notes that are professional and credible;
- Exhibit an increased awareness and value of good note taking to ensure successful job performance;
- Develop multiple strategies to become an efficient and skillful note taker;
- Review and organize notes for retention; and

When: Jan 2020

Where: Virtual

Price: \$275



Emergency Solutions International Inc.

