

Scribing for Emergency Management

Course Description

Emergency events and disasters test the ability of first responders, emergency management professionals, local governments, and the Government of Alberta to protect people, property, the environment and the economy.

In high stress situations where decisions are made in minutes and not hours and the stakes are high, emergency managers' reliance on strong, credible information is crucial. One of the primary methods to capture and retain information within disasters is through the use of scribes.

This course informs participants of the integral role that scribes play in emergency management and how their efforts directly contribute to the organization's response efforts.

Participants will be introduced to scribing methods and best practices and provided opportunities to apply their skills in class exercises.

Course Learning Objectives

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

Evaluation

- Attendance of the full course required to receive certificate

Method

- Facilitated PowerPoint with classroom discussion activities, and practical exercises
- Self-directed online course

Target Audience

- Staff who are engaged as or anticipate being engaged as scribes in an Emergency Coordination Centre or Emergency Operations Centre

Course Length

- Self-directed online course: 2-4 hours
- Facilitated PowerPoint: 3-5 hours

Course Prerequisites

- Required: Basic Emergency Management, Incident Command System 100

If you have any questions about this course, please visit the Government of Alberta website or contact the AEMA Emergency Management Education Specialist at AEMA.Training@gov.ab.ca.