

## Loggist and Scribe training

### Purpose

**Our course explains and equips team members to excel as both a scribe, managing information for a team e.g. action tracking, and a Loggist recording conversation details and key decisions for a leading individual – eg the SMC, Chief Executive or Silver commander.).**

### Who should attend ?

This course prepares individuals to manage, record, extract, output and store event information during an emergency response.

For example; A support member of an Emergency, Incident or Crisis management team, Tactical and Strategic Coordination Group, or supporting key decision makers at Tactical and Strategic level.

### How is this training delivered ?

In one 6 hour course, attendees develop skill, knowledge, abilities to manage information in an emergency.

Attendees will explore the various information needs of teams and team members and the expectations for that information and how it is properly processed.

Attendees are introduced to best practices for logging and scribing and take part in a confirmatory exercise, which is coached, to cement learning.

### Why work with us ?

We believe compliance not only satisfies the regulator, but is also good for the business. We develop competence by delivering high quality learning to our customer team members. Our introduction training provides foundations for long term competence based on first principles and critical knowledge. Introduction courses are engaging and enjoyable learning.

**Duration** 6 hrs

### Course content

- Understanding the different types of information and how this is used by the individuals and the team
- Extracting key information and data and event logging
- Information flow and displaying information
- Capturing decisions, Action tracking, recording and closure
- Legal expectations
- Other key information which may be recorded by the team
- Information management, post event

### Training locations

This training can be conducted at your site for up to 10 attendees, or join one of our courses at our dedicated facilities in Hathersage. Up to 8 places are available on these open courses, available through the [www.NationalResponseacademy.co.uk](http://www.NationalResponseacademy.co.uk)

This course is not accredited. Logging and Scribing is a key skill for team efficiency.

### Accreditation

Our awards are accredited by the International Organisation for Industrial Emergency Services Management (JOIFF) and The Royal Society for the Prevention of Accidents (RoSPA).