

St. Thomas Police Service
45 Caso Crossing,
St. Thomas
ON N5R 0G7



519-631-1224 ext. 4242

Re: **Scribe Course**
Date: **April 9 – April 12, 2024**
Location: St. Thomas Police Service
45 Caso Crossing
St. Thomas ON N5R 0G7

Joining Instructions:

The St. Thomas Police Service will be hosting a 4-day Critical Incident Scribe Course 09- 12 April 2024. This course will be facilitated by Canadian Critical Incident Inc.

Location:

St. Thomas Police Service

Address:

45 Caso Crossing St. Thomas, ON N5R 0G7

Contact & Registration Information:

Inspector Kim Manuel phone: 519-631-1224 ext 4242
Email: kmanuel@stps.on.ca

Dress:

The order of dress is uniform or business casual attire

Course Hours and attendance:

08:00 hrs - 16:00 hrs / Full attendance is mandatory

Course Fee and Material:

The course fee is \$850.00. Training material will be provided

Refreshments/Meals

The student is responsible for their own meals and accommodations.

Accommodations:

Accommodations may be available at the Holiday Inn Express & Suites 275 Highview Dr.
St. Thomas ON Reservations can be made by calling 519.207.2003

Course Overview and Curriculum

CCII has created a new **Critical Incident Scribe (four-day) Course**. With the addition of a new course instructor with current course training material and curriculum. The Critical Incident

Scribe Course will provide the knowledge and training relating to the critical need to record the actions during a critical incident call-out. The course Instructor has 17 years as a Scribe and 8 years as a Scribe course Instructor, with numerous critical incidents call-outs and directly evolved in many high-profile events such as the National Day of Action, G8/G20, Pan-Am Games, Freedom Movement in Ottawa.

The revised CCII Scribe course will allow the Critical Incident Scribe review the roles and responsibilities of the Critical Incident Command Triangle, Critical Incident Commander, Crisis Negotiating Team, Tactical Team and related to logistical needs

Why the need to record and maintain current records during a critical incident event

- What is a Critical Incident and the resources involved
- Major Incident Command Scene Management – Chain of Command Scribe Roles and Responsibilities
- Scribe notes paper vs. electronic
- Review the key terms relating Scribe note taking
- Identify the roles and a basic understanding of all involved in a Critical Incident/Major Incident
- Review the roles and responsibilities of a scribe within the Emergency Operation Centre Communications – various forms - vital information recorded and time lined
- What goes into the notes?
- Review what should be detailed, what should be summarized
- Review the fundamentals and purpose of SMEAC
- Transitioning between Incident Commanders
- Review the Incident Commanders signing off on the Scribe notes

Various scenario-based training exercises, case studies and lectures throughout the course. A current Police Inspector will provide a compelling case study focusing on the need and benefits for having a competent, proficient and trained Scribe.

Attendees will participate in scenario-based training with classroom lectures and practical exercises. All students must successfully pass a final examination and scenario evaluation.