



## SAVEM Emergency Response Training: Introductory Workshop 2012

**Aim:** To introduce animal care personnel to SAVEM and the associated emergency management principles

**Objectives:**

- To develop knowledge of the SAVEM's plan and its purpose
- To develop emergency management skills
- To increase the number of personnel available to assist with SAVEM activities

	Time	Length (mins)	Session Topic	Detail	Training Method/ Competencies	Resources	Trainer	
1	10:00 – 10:10	10	Welcome & Overview	Housekeeping Objectives Future opportunities/training		Sign on sheet, name tag	RW	
2	10:10 – 10:40	30	SAVEM Team	Why we are here: Previous events, hazard types, key drivers. SAVEM training continuum, your role	Presentation		RW	
3	10:40 - 11:10	30	Biosecurity emergency comes to town	What to expect during a response What are the pressures What personal skills you need	Presentation	PowerPoint	NB	
	11:10 - 11:25	15	<b>MORNING TEA</b>					
4	11:25 – 11:55	30	National & state arrangements	Legislation Plans – What & where to find them What else do we need to do? SOPs Information management etc.	DVD + Presentation	DVD Hard copies of relevant plans	NB	

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5	11:55 – 12:10	15	Emergency Management Principles and Processes	PPRR Define phases. What needs to be done now vs at the time of an emergency Why do we need to recognize this	Presentation Discussion	PPT	NB	
6	12:10 – 12:25	15	AIIMS/ICS	Introduction to ICS	Presentation & Activity	PowerPoint	NB	
7	12:25 – 13:00	35	Working in a response	Rosters, rotation, operational cycle, working environment. Culture, team, discipline, systematic, Discuss leadership versus management	Class discussion Group activity	Attitude –Behaviour – Culture - Discipline -Team	NB	
	13:00 – 13:45	45	<b>LUNCH</b>					
8	13:45 – 14:30	45	Roles and responsibilities	Describe functional areas and responsibilities within each Participants to read roles and responsibilities in SAVEM plan Be familiar with control centres and the roles used in SAVEM response Identify and understand: Roles, Responsibilities, Functions, Tasks, Outputs	Presentation & Activity	Org chart Card game Copies of plan	NB & RW	

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9	14:30 – 15:00	30	Information management	Sharing and managing information Why we need systems What needs to be captured Why we need to capture Why and What SOPs do we have WHY BOTHER?	Presentation Group activities	PowerPoint Examples MoC/TRF – task Case study – what we need to capture	NB	
	15:00 - 15:15	15	<b>AFTERNOON TEA</b>					
10	15:15 – 15:45	30	Communication	Brief and Debrief SMEAC Handover	Presentation Class discussion	PowerPoint Workbook <b>Activity: Complete questions</b>	NB	
11	15:45 – 16:00	15	Personal preparedness	What to do at work What to do at home <b>Confidentiality</b> Go kit	Group activity	Script for phone <b>Activity: Discuss considerations &amp; consider SOP</b>	RW	
12	16:00 – 16:30	30	Where to from here	What role/role allocation Training continuum Further training and preparedness activities Questions/discussion	Discussion Debrief Workshop evaluation	Training continuum	RW	
	16:30		<b>Close</b>					