

Safety and security briefing

Type: Presentation, Time: 5 to 10 minutes, Credit: Axel Schmidt (2017)

Participants are given important information about what to do if there is an emergency during the training event. Ideally, the first part of this presentation is given by the person responsible for safety and security at the event venue. Participants who would need assistance in case of an evacuation or other emergency are identified and feel comfortable that they would receive the care they need.

<i>Preparation</i>	<p>Ideally, contact the venue before arrival to connect with the responsible person, and arrange to meet them before the event to go over Safety and Security (S&S) details/arrangements.</p> <p>If the venue has an S&S plan, consider printing copies for participants.</p> <p>If there is no plan, or it is insufficiently detailed, fill in the Safety and Security Checklist included with this package. Ask staff at the venue to help you locate items such as fire exits, fire extinguishers, medical kits, etc.</p>
<i>Materials</i>	<p>Venue-specific S&S plan (if available), otherwise S&S Checklist. If in an earthquake zone, prepare and print a the “drop, cover, hold” poster.</p>
<i>Learning objective(s)</i>	<ul style="list-style-type: none"> - Demonstrate, by example, that an S&S briefing is essential, whatever the event. - Create ownership of evacuation procedures. - Make participants aware that persons with functioning limitations might need assistance in case of an emergency, and that these limitations may not be obvious to the eye. - Make participants aware that it is compulsory to ask people about their needs and capacities; it is not acceptable to make assumptions.
<i>When (not) to use</i>	<p>ALWAYS USE WITHOUT FAIL! The Safety and Security Briefing is essential to ensure the safety of participants, and it provides valuable learning outcomes at the same time.</p>

Method

- Present the information gathered in the S&S Plan or S&S Checklist (either personally or introduce the person responsible for S&S at the venue). Take the opportunity to tell people where toilets and kitchen are.
- Ask participants to indicate if they would need support in the event of an evacuation or other emergency.
- Ask for volunteers to be a ‘buddy’ for each person that would require support. The buddies should sit close to each other and be given time to talk briefly about needs and capacities together.
- Ask participants to indicate if they have medical training (e.g. doctor, nurse, paramedic), and could assist in case of a medical emergency.
- If you are in a zone susceptible to earthquakes, demonstrate the Drop-Cover-Hold method (<https://www.ready.gov/earthquakes>).
- Wrap up the session by covering the Key Learning Points.
- Ask if anyone has anyone has any questions or concerns regarding their S&S during the event.