



Resilient Training and Consultancy Ltd

OPERATIONAL RECORD KEEPING – A PRACTICAL APPROACH



Are you part of an organisation that has a statutory duty under the Civil Contingencies Act 2004 to plan for and prepare for an emergency response?

Does your company/organisation form Crisis Management Teams to handle unexpected disruptive challenges?

Is your organisation prepared to accurately log and record operational decisions and actions capable of withstanding legal scrutiny?

Resilient Training and Consultancy has developed, in cooperation with the Practical Legal Training Agency, a course that combines learning with maximum activity for participants. The course will enhance understanding and enable delegates to practise in a safe environment those skills needed to record accurate logs and decisions during an emergency.

The aim of the course is:

"To provide individuals with the knowledge of the legal, operational and practical requirements for the maintenance of accurate logs during an emergency".

By the end of the course the delegates will be able to:

- *Explain and evaluate the importance of the legal aspects of records and documents*
- *Identify the importance of accurate record keeping*
- *Explain the format used to maintain records and the importance of ensuring accurate records*
- *Analyse the minimum standards required for operational record keeping*
- *Apply common standards to ensure accurate record keeping*
- *Understand the need to maintain decision logs*
- *Explain the difference between log keeping and minutes*

A vital and critical role within any emergency is that of the operational record keeper who maintains the accurate record of actions and decisions that might be used in any legal process following an incident.

The course will be delivered by David Burrows-Sutcliffe and Jon Wort. David is a lawyer with 30 years' experience of major incidents and public inquiries, a member of Legal Services Commission Appeals Panel and a member of The Law Society's Personal Injury Panel since 1994. Jon is the founding director of Resilient Training and Consultancy and an Associate Lecturer of the Emergency Planning College, with 30 years' experience of military operations and incident control.

The course will be run for a maximum of 24 delegates.

The course will be a mixture of informational presentations of various key concepts that underpin the understanding of the legal requirements for log keeping and the practical application of record keeping.

The 2 days will incorporate a "Golden Thread" of a practical exercise which will enhance the theoretical learning and allow delegates to practise their knowledge and understanding in a safe learning environment.

Each delegate will be given their own workbook and copies of all relevant course material for future reference.

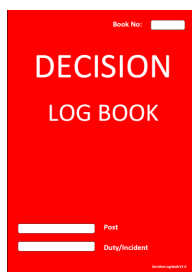
The outline 2 day programme is¹:

Day One

- Morning
- Registration
 - The Need for Record Keeping
 - The Civil Contingencies Act 2004
 - The Threat
 - The Legal Requirements
- Afternoon
- The Court Room – how it operates
 - Practical record keeping
 - Exercise Mephisto Part One

Day Two

- Morning
- Importance of Record Keeping in Decision Making
 - The Judicial review and inquiry process
- Afternoon
- Exercise Mephisto Part Two
 - Legal Scrutiny and review of logs
 - Plenary Session
 - Review and closure



**For further details: e-mail: enquiries@resilienttraining.co.uk
Tel: 07092 220526**

¹ Final course contents are subject to confirmation and adaption, as requested by the client.