

PLANNING MATTERS

TRAINING

TEMPLATE 3



SCOTTISH
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TEMPLATE 3

TRAINING

Compiled by

Date completed

Documentation:

1. Prepare a Training Plan - Checklist
2. Assessment of skills and knowledge required, and resources required
3. Training Programme
4. Training and Exercise Log
5. Training Log – Participants
6. Action Plan – Post training/ exercise
7. Checklist: Training
8. Checklist: Planning an Evacuation Exercise
9. Observer's Checklist for Exercises
10. Security Checklist for Exercises
11. Checklist: Auditing an Exercise, and Debrief

1. Prepare a Training Plan - Checklist

PREPARE A TRAINING PLAN - CHECKLIST	Date Completed
Identify who needs to know what	
Identify competencies	
Identify skills and knowledge that need to be acquired	
Identify who can deliver training: in-house, and external, and identify resources required and allocate budget	
Identify and prepare training resources	
Draw up a training programme, with target dates for delivering training	
Devise a method for testing whether knowledge/skills have been acquired	
Draw up a review process for improving training and also for revising plans if training highlights issues with plans or necessary improvements are identified	

3. Training Programme - Example

The outline example which follows is for delivering training in 10 sessions, culminating in exercises to assess learning and to test and review the plan and procedures.

Training Programme - Example		
Session	Topics	Delivery Date
1-2	The plan: response structure, roles, checklists for action, site-specific details such as assembly points, procedures for switching off services, alternative locations for stores etc.; call out procedures, communications, dealing with the media; where and how to access equipment and materials; how to set up areas where items can be taken to; call out procedures for contractors/other specialists; and working with the emergency services.	
3	Health and Safety and staff welfare: including Risk Assessments, use of PPE, identification and location of hazardous archives and materials.	
4	Dealing with archives: actions to take to minimise damage, archives damage assessment, assessing priorities for action, handling and moving archives, in-situ protection, initial treatment for archives, and setting up the safe and treatment areas.	
5	Familiarisation with the Emergency Store(s) and the equipment and Site Familiarisation: use of equipment and materials in the emergency stores; familiarisation with the site in the dark; navigation using head torches; and PPE. Site logistics: Shut offs, Assembly Point, Control Points, preferred Recovery Areas, Media Centre, Welfare Centre.	
6	Documentation in an emergency, including, risk assessment, logging radio communications, recording key events and decisions, entry and exit, photographing the scene, tracking archives.	
7	Simple scenario exercise to test knowledge and the plan.	
8	Table top exercises to test knowledge and the plan.	
9	Evacuation exercise with the Fire and Rescue Service observing.	
10	Evacuation exercise with the Fire and Rescue Service/ Emergency Services.	

7. Checklist: Training

Checklist: Training



Hold regular 1/2 to 1 hour sessions to cover the topics listed below OR cover over 1-2 days:

Familiarisation with the contents of the Response Plan and Salvage Plan

Individual roles – train for flexibility

Safe lifting and handling of archives, in terms of H&S.

Correct use of ladders, working at heights, working in the dark, working in confined spaces

Familiarisation of working in PPE

How to handle archives safely and how to pack smaller items for salvage. Arrange an introductory session, and follow up with material specific sessions if required, include methods for in-situ protection of items that cannot be moved.

Use the EP Plan Crib Sheet as the basis for a training session

Familiarisation with the sites in all seasons, in the light and in the dark

Familiarisation with the archives and any specific handling techniques and use of equipment that may be needed to protect/move specific items

The location and contents of the emergency equipment stores

Procedure for obtaining Salvage Plans and gain an understanding of the task sheets/ roles and interpretation of site and room plans

Correct procedures at the Recovery Area, including security

Communications: use of radios, checking emergency contact numbers, activation of the call out system. Practise the use of the Tally Board

Knowledge of emergency routes, alternative routes and location of services etc. at all sites

Consider possible scenarios, what actions would need to be taken, what the priorities for action would be

Use tabletop exercises to develop further the knowledge of the team

Hold a longer training session, "Walking the Course". Set aside c. 2 hours. Go to the Emergency Store, put on PPE, divide into groups if appropriate and "Walk the Course", having set the scene by imagining an incident occurring in a specific area. Refer to the site plans and salvage plans and reflect on the plans and actions to take during a developing incident. Hold short debrief session at the end, provide refreshments

Meet to consider how to improve elements following the session above

Hold an exercise and ask the Fire and Rescue Service to observe

Hold an exercise with the Fire and Rescue Service

8. Checklist: Planning an Evacuation Exercise

Checklist: Planning an Evacuation Exercise



Determine the scale of the exercise	
Agree a date for the exercise	
Decide whether to involve the emergency services, or staff from other organisations	
If involving others, meet with them well in advance to discuss mutual aims and objectives, and to agree a written scenario and timed schedule for the exercise	
Ensure that security aspects are fully considered	
Ensure that there will be enough staff and volunteers on site to maintain a secure perimeter at all times	
Ensure that everyone on site has official identification, and will wear it	
Appoint a senior person to be in overall control, who will not take part in the exercise, who will assume control if a real emergency occurs during the exercise	
Identify location for Control, and the location for emergency services vehicles and personnel if to be part of the exercise, or present on site	
Identify a Recovery area for items to be moved to during the exercise	
Decide where the exercise will take place and whether props will be used, or robust parts of the collection or non-accessioned items. Gather props, if using	
If using props consider producing fake room plans, priority snatch lists and inventory lists and attach fake inventory numbers if time allows	
Assess requirements for temporary protection of historic surfaces, such as floors	
Protect vulnerable surfaces and identify items which must not be moved. Use hazard tape to mark no-go areas for the exercise	
Ensure a risk assessment for the exercise has been completed and that it is part of the briefing	
Ensure there will be a sufficient number of First Aiders on site for the number of people taking part, that their names are recorded and that participants have access to drinking water	
Prepare the Tally [Entry/Exit] Boards: to log those going in and out of the building. <i>Need to ensure that at all times the number of people inside the building is known</i>	
Ensure that methods of communication are understood and that all are aware of the signal/call sign that will be used in the event of a real emergency and the location of the Assembly Point	
Brief staff thoroughly about the exercise	
Consider rotating salvage and recovery roles: e.g., salvage, moving/carrying, recovery, and security	
Decide whether to have official Observers and if so allocate their locations. Ensure that Observers are easily identified	
Issue Observers with Observer's Checklist for Exercises before the start of the exercise, and tabards, and allocate locations for the Observers	
Consider inviting representatives from other organisations to observe the exercise	

9. Observer's Checklist for Exercises

Observer's Checklist for Evacuation Exercises	
Event and date	[Insert name of event and date]
Observer	[Insert name]
Activity	Comments
Initial response, emergency evacuation, assembly and roll call	
Communications	
Documentation of key decisions, events, communications	
Security: procedures perimeter Entrances/ exits secure ID badges ID checks Recovery area	
Working with the emergency services, if present: briefing on arrival plans available, location of services, hazards and priority items, salvage	
Initial assessment of damage and assessment of priorities	

<p>Health and Safety and Welfare Risk assessment, briefing, appropriate PPE, entry/exit procedure working in pairs+, manual handling, regular breaks, drinking water</p>	
<p>Handling collections - safe procedures for collection - hazards</p>	
<p>Salvage area procedures</p>	
<p>Recovery area procedures</p>	
<p>Documentation of collection</p>	
<p>Dealing with the 'media'</p>	
<p>Any other comments</p>	

10. Security Checklist for Exercises

Security Checklist for Exercises



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| Security assessment to be completed as part of the exercise planning process, to identify any areas of risk | |
| Ensure that perimeter and entry points will remain secure during the exercise | |
| Ensure that all those present wear visible ID | |
| Ensure that no access is permitted to areas not designated for the exercise | |
| Ensure that there is a controlled entry/exit point into the building | |
| Ensure building and collections are secure after the exercise has finished | |
| Ensure that the presence of all those on site is recorded | |
| Carry out normal security procedures after the exercise is completed, to ensure building is secure and fully alarmed | |

11. Checklist: Auditing an Exercise, and Debrief

Checklist: Auditing an Exercise, and Debrief



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| Consider using the Observer's Checklist for Evacuation Exercises as a means of auditing, and recording feedback in a structured way | |
| Hold a debrief session and allow everyone an opportunity to comment on what they learnt and/or felt worked well and what didn't and how procedures can be improved | |
| If the Fire and Rescue Service or other Emergency Services have observed or participated give feedback to each other. Hold a hot debrief, straight after the exercise if practicable, and then plan to meet a month or so afterwards to discuss any changes that may need to be made to procedures | |
| Record recommendations | |
| Hold a debrief session for senior management to ensure that recommendations result in a change of practice where a need has been identified | |
| Draw up an action plan for implementing improvements to procedures, the plan or to address requirements for further training | |

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