
UNIT 1: INTRODUCTION AND WORKSHOP OVERVIEW

1. INTRODUCTION AND WORKSHOP OVERVIEW

TOTAL UNIT: 1 hour

OBJECTIVES

At the end of this unit, the students should be able to:

- Φ List the workshop objectives.
 - Φ Identify the materials used in the workshop.
 - Φ Identify one or more personal goals for the workshop.
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SCOPE

The scope of this unit includes:

- Φ Welcome and Instructor Introductions.
 - Φ Workshop Goal.
 - Φ Administrative Information.
 - Φ Student Introductions.
 - Φ Workshop Overview.
 - Φ Summary and Transition.
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METHODOLOGY

The instructor will introduce this unit by welcoming the students and introducing him- or herself, providing a brief statement of his or her background in emergency management and leadership. Then, the instructor will introduce the workshop goal and provide administrative information. Next, the instructor will facilitate student introductions, during which the students will describe their experiences with emergency response or management.

The instructor will present an overview of the workshop, outlining the agenda and objectives and introducing the SM. Finally, the instructor will transition to Unit 2.

MATERIALS REQUIRED

The materials required to conduct Unit 1 include:

- Φ This Instructor Guide.
 - Φ The Student Manual.
 - Φ Visuals 1.1 through 1.3 (or the workshop PowerPoint disk).
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EQUIPMENT REQUIRED

The equipment required to conduct Unit 1 includes:

- Φ Overhead projector (or computer with display unit).
- Φ One easel pad and markers.

TIME PLAN

The suggested time plan for this unit is shown below. Note, however, that adjustment may be necessary based on class size.

<i>Topic</i>	<i>Time</i>
Welcome and Instructor Introductions	10 minutes
Workshop Goal	5 minutes
Administrative Information	5 minutes
Student Introductions	20 minutes
Workshop Overview	15 minutes
Summary and Transition	5 minutes
<i>Total Time:</i>	<i>1 hour</i>

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TOTAL TOPIC:
10 minutes

WELCOME AND INSTRUCTOR INTRODUCTIONS

Welcome the students to the *Decision Making in a Crisis* workshop. Introduce yourself and provide some information about your experience in emergency management and leadership.

TOTAL TOPIC:
5 minutes

WORKSHOP GOAL

Visual
1.1



Workshop Goal

Provide the knowledge and skills necessary to make informed and ethical decisions during an emergency.

Visual 1.1

The goal of this workshop is to provide students with the knowledge and skills they need to make informed and ethical decisions during an emergency.

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TOTAL TOPIC:
5 minutes

ADMINISTRATIVE INFORMATION

Briefly review the following administrative topics, as appropriate:

- Φ Daily beginning and adjournment times.
- Φ Lunch and breaks.
- Φ Locations of restrooms, telephones, and other facilities.
- Φ Telephone messages.
- Φ Parking.
- Φ Fire exits.

TOTAL TOPIC:
20 minutes

STUDENT INTRODUCTIONS

Ask the students to stand and introduce themselves to the class. Ask them to include their:

- Φ Job title.
- Φ Description and experience in emergency management.
- Φ What they hope to gain from this workshop.

TOTAL TOPIC:
15 minutes

WORKSHOP OVERVIEW

Introduce the workshop content by explaining that functioning in an emergency clearly is not “business as usual.” Response personnel and community leaders are forced to make decisions, the implications of which can help the community recover from the event more quickly—or can cause division among its citizens or between citizenry and its leadership.

The ability to make sound, timely decisions during a crisis is critical, and poor crisis decision making—or the absence of decisions—potentially can result in injury or death to responders and/or victims. There is a need, therefore, to provide training to those in decision-making capacities that will assist them in solving problems and making decisions during a crisis.

Decision Making in a Crisis provides an opportunity to practice making decisions in much the same way as during an incident. This workshop will enable students to make emergency-related decisions, then examine the consequences of their decisions on emergency operations and the community at large.

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WORKSHOP OBJECTIVES

Visual
1.2



Workshop Objectives

- ☞ Use a problem-solving model.
- ☞ Determine the ethical implications of decisions.
- ☞ Assess the implications of decisions on emergency operations and the community.
- ☞ Monitor the impact(s) of the decisions and develop alternative strategies.

Visual 1.2

Tell the students that at the end of this workshop, they should be able to:

- Φ Apply a problem-solving model to make decisions in an emergency.
- Φ Determine the ethical implications of alternative decisions.
- Φ Assess the probable implications of their decisions on emergency operations and on the community.
- Φ Monitor the impact(s) of the decisions and develop alternative strategies.

WORKSHOP MATERIALS

Hold up a copy of the Student Manual as you explain that the SM is each student's resource for the workshop. Explain that it contains the text and graphics for the workshop, as well as the exercises.

Encourage the students to take notes in the SM and refer to it after the workshop.

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WORKSHOP AGENDA

Visual
1.3



Workshop Agenda

	Day 1	Day 2
A M	<ol style="list-style-type: none">1. Introduction and Workshop Overview2. Getting Ready for the Next Emergency3. Crisis Decision Making	<ol style="list-style-type: none">5. Final Exercise and Exam
P M	<ol style="list-style-type: none">4. Ethics and Decision Making	

Visual 1.3

Review the four remaining workshop units and the timetable for each unit with the group.

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TOTAL TOPIC:
5 minutes

SUMMARY AND TRANSITION

Ask if anyone has any questions about the material presented thus far or what will be covered in the workshop.

Transition to Unit 2 by explaining that it will provide an opportunity to consider past emergencies, the decisions the students made, and how they might make better decisions in the next emergency.
