

Basic Command Post Scribe Course

The Incident Scribe Course is a two-day operational scribe training program designed for operational scribes, both sworn and civilian, to support leaders who are required to assume Incident Command in major incidents. The course will focus on instruction for members reassigned to an operational role during a critical incident supporting the Incident Commander and other critical support positions within a command post. The Incident Command Scribe Course will provide education and training on the importance of the scribe/recorder function in a major incident and introduce methods and best practices to develop note-taking and record-keeping skills.

A scribe is an appointed Incident Command Team member who produces an accurate, chronological written record of events that support the overall incident command process. They support situational awareness (“knowing what is going on around us”) and do more than take notes or capture events. A scribe becomes an integral part of the command team and allows an Incident Commander to focus on processing information and make decisions. A trained IC Scribe addresses the critical need to record and maintain current records of decisions made by command, tracks and assists with resource deployment for the effective command and control of the event and provides clear, concise documentation following up on actionable items as required.