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Lesson Plan

TDP 3

Lesson Title Session 2 – Creating Messages/Missing Person	Duration 2 hr
Trainer Angela Hunt	Group All staff who wish to volunteer for casweb
Aim: To introduce delegates to creating Messages and Missing Person within a Casualty Bureau Disaster	
Objectives - By the end of the session, students will be able to: <ol style="list-style-type: none"> 1. Create a Message in Casweb 2. Create a Missing Person Record 3. Amend a Missing Person Record <p> AF1 – Ensure own actions reduce risks to health and safety (applicable to intro) AF3 – Promote a health and safety culture within workplace (applicable to intro) 3C1 - Support the use of information technology 2A1 - Gather and submit information that has the potential to support policing objectives ZA2 – Research, prepare & supply information ZH2 – Enter and find data using a computer </p>	
Time	Content, including teaching methods, audio visual aids used and resources needed.
2 mins	Resources: 12 Computers Overhead Projector White Board Whiteboard Markers Handouts MASLOW – Welfare and removal of blocks to learning <ul style="list-style-type: none"> • Environmental check (heating/lighting etc) • Meet and greet and any other formal introductions • Administration including Fitness to Train Declaration* • Domestic Arrangements – breaks; location of facilities etc* • General Health and Safety and Safety Briefing (if relevant)* • Relevant Instructions e.g. mobile phones/questioning strategy* • Encouragement to share experiences appropriately/participation

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3 mins

GESTALT – Overview of what is to come in session

- Outline aims and objectives
- Outline learning strategies/assessment method

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