

Location – Name of Group Time:

Preparedness Support Session for

Date:

Time	Presenter	Content	Participant Activity
10.30		<p>Welcome to session. Name tags and registration sheet Welcome (to Country) What is P-CEP and why are we doing it.</p>	<ul style="list-style-type: none"> • Info table set up with extra pamphlets, plans, info sheets etc. • Collect booklets and Pens. • Red Bags
10.40		<p>Introduce Presenters Presenters briefly describe their role and location/s. xxx- Your org xxx – Red Cross xxx – RFS Police if available</p>	<p>'I begin today by acknowledging the xxx people, Traditional Custodians of the land on which we meet today and pay my respects to their Elders past and present. I extend that respect to Aboriginal and Torres Strait Islander peoples here today.'</p>
10.50		<p>Show the 5 Levels of emergency preparedness. Discuss – Stick to wall.</p> <ul style="list-style-type: none"> • Precontemplation • Contemplation • Prepare • Action • Maintenance <p>Read from P-CEP User guide Marj's story. Take a deep breath and create a plan! -</p>	<ul style="list-style-type: none"> • Invite participants to place a sticker below the card listing the stage that they feel they are in now. E.g., Precontemplation, Contemplation, etc. Check in at the end to see change. • Ask participants to decide where Marj fits in these 5 stages. <p>**Activity - Breathing exercise.</p>
10.30		<p>Discuss the 5 Action Steps to increase Emergency Preparedness</p> <ol style="list-style-type: none"> 1. <i>Identify strengths and support needs in everyday life.</i> 2. <i>Know your level of emergency preparedness and learn about disaster risk.</i> 3. <i>Plan for how you will manage your support needs in an emergency.</i> 4. <i>Communicate the plan with people in your support network and access gaps through collaboration.</i> 	<p>Follow through in P-CEP booklet/ Plan P9</p>
10.40		<p>Step 1 – Know your strengths and support needs. The Capability Cycle –</p> <ul style="list-style-type: none"> • What I do • Where I do it • Who I do it with <p>Show and discuss each of the 8 areas</p>	<p>Hand laminated/ printed copies Capability Wheel p.11</p>
10.55		<p>Divide attendees - small group discussions of the 8 areas. A presenter to sit with each of the small groups to ask questions and encourage discussion. Group to choose someone to be spokesperson to share for review.</p>	<p>Attendees to add notes in their P-CEP booklets.</p> <p>Review: Butcher's paper - Sharing of ideas of each table and ideas for each of 8 areas back to whole group.</p>



11.15	ALL	Morning Tea Break	Bring tea and snack back to the group. Working morning tea if running over time.
11.30	Presenter RFS Other Emergency Services E.g. Police	STEP 2 – Know your level of preparedness and understand Local Disaster Risks – What are they e.g. Right now, grass fires, heatwaves in Summer, Snowstorm in winter, flooding over creeks, pandemic, house fires.	Ask participants to list them on P 26. In P-CEP booklet
11.40	Presenter, RFS, police	Emergency Services who are they and what do they do e.g., Police are the lead agency, in a fire RFS. RFS volunteer – brigade in xxx, xxx, xxx, etc, Fire and Rescue – town brigades in xxx, xxx, xxx. Ambulance from xxx SES – storm and flood, based in xxx. RFS to briefly discuss prevention of house fires/smoke detectors etc. Alerts, apps, ABC radio and tv, reliable information.	P.31 in booklet. Ask - What number do we ring? 000 Police/Fire/Ambulance Mention that there will not be enough emergency services to help every single household in an emergency, it is up to us to create our own plan. If leaving, leave early!
11.50		Step 2 – P-CEP Review/ briefly Discuss p.34	P33. Your responsibility
12.00		Stay or Go....Scenarios Stay: In small groups discuss staying and the idea of sheltering in place for up to 7 days. Going: Evacuation to an evacuation centre, friends, or family, where will you go? How will you get there?	Discuss Scenarios and Review with whole group.
12.15	RFS	Preparing your home for fire - 5 things you can do. Some may not be able to do these tasks → Discuss Aider program – What is it and how do we access it? What jobs can they do?	Answer questions as you discuss
12.30		Summary and Next Step – Create the plan, discuss with significant others/carers. Gather up information, discuss creating a ‘go’ box or bag and hand out packing lists/document lists. Start to prepare your home, based on RFS recommendations. Questions Farewell. Any RFS Questions and general discussion to end. Opportunity for attendees to chat 1:1 to presenters as leaving.	Follow-up Session? Set date and location.
Finish approx. 1.00pm			

