

Aide Memoire for training exercises involving vulnerable groups

This flyer is intended as a checklist to help planners organise training exercises whereby the public at large, including vulnerable groups, take on the role of volunteer victims. This is instead of the usual practice of actors or off-duty first responders. It should help planners to adequately prepare for diverse citizen participation in exercises. The full guide, available [online](#), is based on the PROACTIVE project's experience and lessons learned from organising three such exercises. Through this work, we were able to identify the needs of vulnerable citizens and demonstrate how exercising in this way can be beneficial for both first responders and the community.

Full explanations can be found here:

Hale, N., Burlin, Å., Godwin, T., Carbon, D., Arnold, A., Harvarneanu, G., Petersen, L., & Weston, D. (2023). Deliverable D3.2: Aide Memoire for future exercises or demonstrations involving vulnerable groups.

Available at: https://proactive-h2020.eu/wp-content/uploads/2023/04/PROACTIVE_20230331_D3.2_V4_CBRNE_Aide-Memoire.pdf

Ethical and Legal Issues

Planning Stage

- Children
- Ethics Officer appointed
- Ethics register
- Ethics risk assessment
- External advisory board
- GDPR
- Informed consent
- Oversight
- Pollution / Noise / Nuisance
- Safeguarding
- Vetting
- Video and photography

Exercise Day

- Informed Consent Obtained
- Chaperones Identified
- Welfare Offices Identified
- Briefing activities taken place
- Monitoring and feedback processes established
- Ethics Officer's consent to start exercise



Contacts

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© Published June 2023



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 This project has received funding from the European Union's Horizon 2020 research and innovation programme under grant agreement no. 832981

Communication (and understanding)

Planning Stage

- Age
- Communication aids
- CSO consultation
- Culture
- Extended recruitment times
- Guidance and information (multiple formats and channels)
- Multiple media
- Nationality
- Neurological issues
- Noise
- Non-verbal communication
- PPE interference with communication
- Sign language
- Signage

Exercise Day

- Remember **STROKE** :
 - **S**peak (or sign or gesture) clearly and simply
 - **T**ake your time
 - **R**emember that they are People
 - **O**bserve their body language
 - **K**now them and their preferences
 - **E**ncourage and assure them
- Successful communication needs all steps of the communication loop to work, a break or failure anywhere can cause a breakdown in communication

Medical and Health Needs

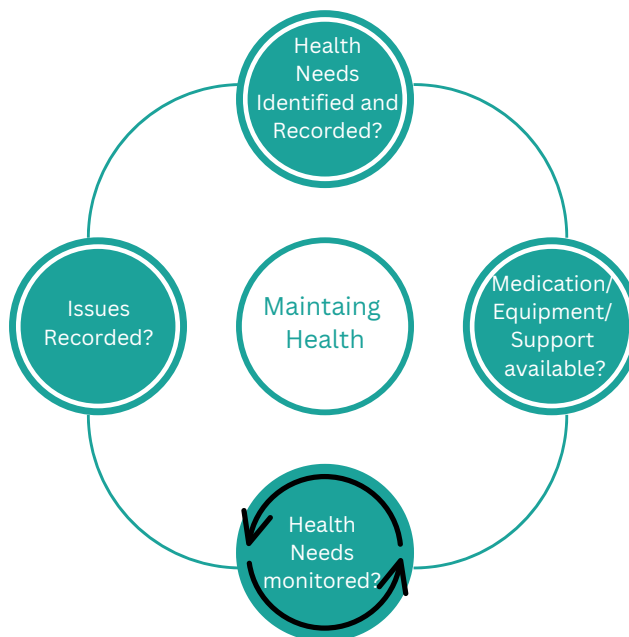
Planning Stage

- Allergies and sensitivities
- Atmosphere
- Capacity to consent
- Consent forms
- Duration and time of day
- Emergency code words
- Enhanced every-day needs
- First aid (maybe specialist)
- Health monitoring and recording
- Information and guidance
- Medicines
- Welfare



Medical and Health Needs

Exercise Day



Independence and Inclusion

Planning Stage

- Accessibility of site
- Accidental discrimination
- Age and age related impairments
- CSO consultation
- Culture, religion, sexual orientation
- Degraded personal senses
- Physiognomic suitability
- Scope agreement
- Security of support equipment and devices
- Suitable reception areas
- Support equipment and animals

Exercise Day

- One size, does not fit all
- Tell people what you need to achieve
- Let them tell you how to help them
- Follow their guidance – they know what works for them better than you do
- Work with them and ask them to help you

Safety, Support & Safeguarding

Planning Stage

- Briefing and de-briefing arrangements
- Carers kept with volunteers
- Code of conduct
- Equipment Safe
- First Aid / Ambulance
- Informed Consent
- Property Security
- Risk Assessments specific to Vulnerabilities
- Safeguarding Arrangements
- Safeguarding Training

Exercise Day

- **Safety** – ensure volunteer's continued safety throughout the exercise
- **Safeguard** – ensure that vulnerable volunteers are safeguarded throughout the exercise
- **Autonomy** – encourage volunteers to do what is required of them rather than trying to compel them
- **Competence** – give guidance and direction so that volunteers can understand and feel in charge of and safe in their own actions and responses
- **Humanity** – show compassion and understanding and connect with volunteers as humans

Transport, Movement and Mobility

Planning Stage

- Allow extra time
- Chaperones
- Nominated transport manager / co-ordinator
- Overnight accommodation
- Post decontamination clothing
- Public transport timetables
- Signs
- Site accessibility (ramps, slopes, surface)
- Specialised transport
- Sturdy footwear
- Suitable parking
- Suitable transport

Exercise Day

- Transport on time (Delays, accidents, crashes etc.)
- Routes clearly signed
- Routes obstruction and traffic free
- Lifts and aids in working order
- Surfaces suitable/Good grip