



proactive



AIDE MEMOIRE FOR TRAINING EXERCISES INVOLVING VULNERABLE GROUPS

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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

Communication (and understanding)



Planning Stage

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

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 / elements of the communication loop to work, a break or failure anywhere can cause a breakdown in communication

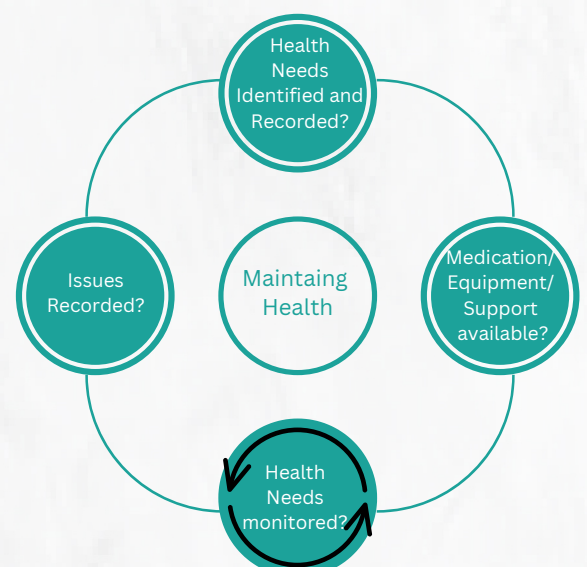
Medical and Health Needs



Planning Stage

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

Exercise Day



Independence and Inclusion



Planning Stage

<input type="checkbox"/> CSO consultation	<input type="checkbox"/> Age and age related impairments	<input type="checkbox"/> Degraded personal senses
<input type="checkbox"/> Scope agreement	<input type="checkbox"/> Culture, religion, sexual orientation	<input type="checkbox"/> Support equipment and animals
<input type="checkbox"/> Accidental discrimination	<input type="checkbox"/> Accessibility of site	<input type="checkbox"/> Suitable reception areas
<input type="checkbox"/> Suitable Physiognomy	<input type="checkbox"/> Security of support equipment and devices	

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 & Self Determination



Planning Stage

<input type="checkbox"/> Risk Assessments specific to Vulnerabilities	<input type="checkbox"/> Equipment Safe	<input type="checkbox"/> Property Security
<input type="checkbox"/> Carers kept with volunteers	<input type="checkbox"/> First Aid / Ambulance	<input type="checkbox"/> Safeguard Arrangements
<input type="checkbox"/> Safeguard Training	<input type="checkbox"/> Code of conduct	<input type="checkbox"/> Informed Consent
<input type="checkbox"/> Briefing and de-briefing arrangements		

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

<input type="checkbox"/> Site accessibility (ramps, slopes, surface)	<input type="checkbox"/> Signs	<input type="checkbox"/> Suitable transport
<input type="checkbox"/> Nominated transport manager / co-ordinator	<input type="checkbox"/> Suitable parking	<input type="checkbox"/> Overnight accommodation
<input type="checkbox"/> Public transport timetables suitable.	<input type="checkbox"/> Allow extra time	<input type="checkbox"/> Specialised transport
<input type="checkbox"/> Chaperones	<input type="checkbox"/> Sturdy footwear	<input type="checkbox"/> Post decon clothing

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

Ethical and Legal Issues



Planning Stage

<input type="checkbox"/> Ethics Officer appointed	<input type="checkbox"/> External advisory board	<input type="checkbox"/> Ethics register
<input type="checkbox"/> Ethics risk assessment	<input type="checkbox"/> GDPR	<input type="checkbox"/> Video and photography
<input type="checkbox"/> Informed consent	<input type="checkbox"/> Children	<input type="checkbox"/> Safeguards
<input type="checkbox"/> Pollution / Noise / Nuisance	<input type="checkbox"/> Vetting	<input type="checkbox"/> Oversight

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



Contact Us



Coordinator: International Union of Railways (UIC)



contact@proactive-h2020.eu



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www.youtube.com/@PROACTIVE_EU



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