

## Calendar of Events

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February 20, 2026

### **EOC Scribe Training Workshop - February 20, 2026**

09:00 AM - 04:00 PM EST

*OAEM Continuing Professional Development Program: Scribe Training for the Emergency Operations Centre: Decision Making and Documentation with Training Facilitator Monique Rollin.*

*This high demand workshop will provide participants with training on the importance of the EOC Scribe function and introduce methods and best practices to develop note keeping skills. The virtual workshop will take place on February 20, 2026 from 9:00 a.m. to 4:00 p.m. (with a one hour break from 12:00 noon to 1:00 p.m.) via ZOOM.*

#### *Description:*

*understand the need to record and maintain current records to assist in the effective command and control of an emergency*

*understand the roles and responsibilities of a Scribe as a member of the Command Staff within the EOC*

*recognize and record pertinent information using a standardized process (Scribe Log provided)*

*assist in the development of an Incident Action Plan (IAP)*

*learn what to expect during an investigation, inquiry, inquest or discovery and be able to complete efficient and standardized notes in a professional manner*

*organize EOC documentation and assist the Incident Commander during Operational Planning Cycle meetings*

*learn how to prepare an emergency preparedness and EOC Scribe Kit for deployment in an emergency*

*All workshop participants will receive an Emergency Management Scribe Manual.*

#### *Course Fee:*

*Workshop cost is \$150.00 for OAEM Members and \$200.00 for non-OAEM Members.*

#### *About Monique Rollin:*

*Training Facilitator Monique Rollin is a professional consultant and trainer, highly experienced senior police leader with over 31 years of service experience and demonstrated abilities to develop, train and lead diverse teams to high levels of success.*

*OAEM Continuing Professional Development (CPD) Program*

May 22, 2026

## **EOC Scribe Training Workshop - May 22, 2026**

09:00 AM - 04:00 PM EST

*OAEM Continuing Professional Development Program: Scribe Training for the Emergency Operations Centre: Decision Making and Documentation with Training Facilitator Monique Rollin.*

*This high demand workshop will provide participants with training on the importance of the EOC Scribe function and introduce methods and best practices to develop note keeping skills. The virtual workshop will take place on May 22, 2026 from 9:00 a.m. to 4:00 p.m. (with a one hour break from 12:00 noon to 1:00 p.m.) via Teams.*

### *Description:*

*understand the need to record and maintain current records to assist in the effective command and control of an emergency*

*understand the roles and responsibilities of a Scribe as a member of the Command Staff within the EOC*

*recognize and record pertinent information using a standardized process (Scribe Log provided)*

*assist in the development of an Incident Action Plan (IAP)*

*learn what to expect during an investigation, inquiry, inquest or discovery and be able to complete efficient and standardized notes in a professional manner*

*organize EOC documentation and assist the Incident Commander during Operational Planning Cycle meetings*

*learn how to prepare an emergency preparedness and EOC Scribe Kit for deployment in an emergency*

*All workshop participants will receive an Emergency Management Scribe Manual.*

### *Course Fee:*

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*OAEM Continuing Professional Development (CPD) Program*

October 16, 2026

## **EOC Scribe Training Workshop - October 16, 2026**

09:00 AM - 04:00 PM EST

*OAEM Continuing Professional Development Program: Scribe Training for the Emergency Operations Centre: Decision Making and Documentation with Training Facilitator Monique Rollin.*

*This high demand workshop will provide participants with training on the importance of the EOC Scribe function and introduce methods and best practices to develop note keeping skills. The virtual workshop will take place on October 16, 2026 from 9:00 a.m. to 4:00 p.m. (with a one hour break from 12:00 noon to 1:00 p.m.) via Teams.*

### *Description:*

*understand the need to record and maintain current records to assist in the effective command and control of an emergency*

*understand the roles and responsibilities of a Scribe as a member of the Command Staff within the EOC*

*recognize and record pertinent information using a standardized process (Scribe Log provided)*

*assist in the development of an Incident Action Plan (IAP)*

*learn what to expect during an investigation, inquiry, inquest or discovery and be able to complete efficient and standardized notes in a professional manner*

*organize EOC documentation and assist the Incident Commander during Operational Planning Cycle meetings*

*learn how to prepare an emergency preparedness and EOC Scribe Kit for deployment in an emergency*

*All workshop participants will receive an Emergency Management Scribe Manual.*

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*OAEM Continuing Professional Development (CPD) Program*