

GET READY WORKSHOP

PLANNING GUIDE



AIM

To build up resilience of people in your local community, empowering and giving them confidence in a wide range of skills to better help themselves, before calling upon the NSW SES.

DESIGN AND RATIONALE

The workshop provides education through practical activities and information sessions in areas such as storm preparation, first aid, flood awareness, initial accident response, internal house safety, emergency apps, sand bagging techniques, and other geographically specific or unit specialty areas. The intention is to invite 40-50 people from your local community and have an expo style set-up with activity stands, demonstrations, and information sessions.

A Get Ready workshop should aim to provide community members with practical skills and resources to prepare for, respond to and recover from severe weather events. The workshops organized by the Units should be interactive and can be run as an expo style set up with activity stands and demonstrations. Examples of stands include but are not limited to:

Storm preparation e.g.

- How to clean your gutters safely
- Basic first aid
- Flood awareness
- Emergency apps
- Initial accident response (if your unit is a road crash rescue unit)
- Emergency Kit preparation
- Sand bagging techniques

It is recommended that the workshop is restricted to attendees 18yrs and over. By restricting the age it means that attendees will not be bringing children to the event and can focus on the skills and knowledge being presented.

Each Unit should be able to host the event at their Local Headquarters.

MEASUREMENT AND EVALUATION

The Community Capability Measurement and Evaluation Framework (M&E) has an outcome based approach. This approach measures what difference you made in the life of your audience - how your audience has changed. e.g. were there changes in attitudes and/or behaviours? Socialsuite is the Community Capability data collection tool designed to centrally measure and report on whether those outcomes (short-term and medium-term) have been achieved. The State Activities Calendar is also a data source for the M&E Framework so recording your events in this is essential as this provides details on the inputs for the workshops e.g. volunteer time, costs, resources and facilities.

When measuring the outcomes of Get Ready workshops, we need to collect data using Socialsuite before the workshop (this is called an Entry or baseline survey and can be done the day before or on the day), just after (Exit survey conducted at the workshop conclusion or the day after) and a follow-up (Follow-up) survey usually at



a six month interval. Surveys have been developed to measure the outcomes identified in your application. You will need to choose how you will collect the data from your workshop participants. The options are:

- Online surveys (requires reliable internet connection)
- Email surveys
- Socialsuite App

If you would like to add your own question that may be specific to your event, there is flexibility to do this. Please consult with your Zone CCO and the CCO - High Risk can help you to determine which method is suitable for your event. Socialsuite data collection training will be available to support you measuring your workshop.

The Community Capability Team are there to assist you in creating the surveys. For more information or to start the measurement and evaluation design for your Get Ready Workshop event, please contact projects@ses.nsw.gov.au

Note: If you anticipate there will be time constraints and a limited number of volunteers to measure your workshop on the day there are options available to overcome this. The Community Capability Team can work with you to solve any issues. As part of the registration process it would be useful to collect email addresses so that participants can complete the survey the day before the workshop begins. Participants will then automatically receive an Exit email survey. You could also set up a Quick Response (QR) Code for your survey using the participant's own device or service iPads. This could be form part of the welcome/ sign in process for participants to complete as they arrive. It is the decision of the participant to provide their email address, agree to the privacy statement and to participate in the survey. Their email is beneficial to measure individual behaviour change.

PLANNING THE EVENT

Timeline is a guide only

It is advised that you start planning 8 -10 weeks prior to the event. A committee should be set up to share the load of the organisation, to gain buy-in from all unit members and to give greater potential for ideas and presentations for the workshop. The committee may want to appoint a lead person to Project Manage the organisation of the night.

WEEKS TO GO TO EVENT	PLANNING
8	<ul style="list-style-type: none"> Initial meeting including all members willing to participate, Local/Unit Commanders, Community Capability Officer You can choose a theme and make this a catered event where people can learn some practical skills. Set a date Decide on what activities are going to be run, and who will facilitate each activity (advise 2 members per stand) Decide and discuss who will organise the following and begin planning what is required for each: <ul style="list-style-type: none"> Catering Advertising and promotion Event logistics – set-up, passes etc Resources required e.g: Emergency kits and or hand outs Chase up any local businesses willing to contribute a lucky door prize V.I.P guest list Registration form <p>Measurement and Evaluation planning – contact Community Capability to design the measurement and evaluation component</p>
5 & 6	<ul style="list-style-type: none"> Hold meeting to see if everything is on track Discuss any issues and assist each other with ideas and tasks
4	<ul style="list-style-type: none"> Begin promotion of the event via organisationally supplied resources (Facebook tiles, posters, media releases) Ensure registration method is prepared
2	<ul style="list-style-type: none"> Hold meeting. Discuss preparedness, issues, planning Boost or pull back on advertising depending on numbers registered Set-up Socialsuite survey and train members in helping collate information
1	<ul style="list-style-type: none"> RSVP for registration closes one week prior to event Send out Joining Instructions to registered participants and get confirmation of their attendance Pre-survey Prepare name badges and allocate participants to a group for the night Confirm catering
2 days	<ul style="list-style-type: none"> Check pre-survey completion rates and remind participants if they haven't completed it yet
0	<ul style="list-style-type: none"> Host the night! Survey after the workshop
6 months after	<ul style="list-style-type: none"> Follow up survey. This is generated automatically once a participant enters their email address during the first survey or as part of the registration process if supplied.



REGISTRATION

Each Unit is responsible for registering participants for their workshop. Depending on the Unit, registration may take form either online or paper based. Below are some suggestions for registration:

- Use of Microsoft forms
- Facebook or Eventbrite
- Email or contact number
- Have a stand-by list of names for any cancellations

STANDS

- Work out which members want to facilitate stands or coordinate activities
- During the 8 week planning process, these members will organise how they want to conduct, set-up and present each stand.
- Decide on what resources are required and obtain
- Have 4 stands with 1-2 SES volunteers running each stand *(will vary to individual unit number of volunteers)*
- Each stand will conduct a 20-25 mins (5 min change over) presentation/demonstration with a group of attendees and then the group will move on to the next stand
See order of proceedings for more detail

NOTE: Not all topics are able to be covered by units eg. road crash rescue. Topics should be unit based / area orientated.

V.I.P's

Suggestions of invitees may be:

- NSW SES members from your Zone
- Local council members
- Local members of parliament
- Local radio / news presenters

CATERING

- Finger food – you are not providing a meal
- Seek the best price available for your local volunteer SES unit.

PROMOTING THE EVENT

All promotional material can be found in Brand Online and includes:

- Facebook Tiles - use of local social networks in your local area. eg. Community notice FB pages
 - Share amongst members' own Facebook pages which targets all age groups and networking across the community
- Posters – posted around the community
- Local Media - print or radio

ORDER OF PROCEEDINGS

Guide only

6.00pm	Guests arrive
6.40pm	Welcome speech and Instructions for the night
7.00pm	Commencement of activities – 4 stands x 4 groups
7.30pm	Rotation of groups to the next stand
8.00pm	Rotation of groups to the next stand
8.30pm	Rotation of groups to the next stand
9.00pm	<ul style="list-style-type: none">• Dessert/refreshments served, Measurement and Evaluation conducted, lucky door prize(s),• Emergency kits distributed (<i>optional depending on funding</i>)• Conclusion speech• Complete exit survey (if you are surveying at the conclusion of the event)
9.30pm	Event concludes





EMERGENCY KITS

(Subject to availability & funding obtained)

List of contents: Guide only

- Multistore container 15L clear
- Rope 6mm x 20m
- Mini First Aid kit
- Waterproof torch
- Poncho
- Cloth Tape 50mm x 15m
- Tarp 1.1 x 1.7m
- Box of matches
- 10pk tea light candles
- SES orange gardening gloves
- Large ziplock clear bag
- Pet check list
- Emergency contact list

PARTNERSHIP WITH LOCAL BUSINESSES

Each Unit may want to seek support from within their community through local businesses. They may wish to donate a lucky door prize, discount voucher for supplies and/or contribute to the night in some other way.



HELPFUL FEEDBACK POINTS FROM UNITS THAT HAVE HOSTED GET READY WORKSHOPS

- Get a confirmation /reply from the attendees that they are coming, don't assume once you send out the joining instructions that they got it and are coming. If you have time, call and confirm attendance.
- Don't leave the admin tasks to the last minute. Eg name badge making/collating. Prepare the week before once names/numbers confirmed. Any late changes to attendees can then be easily done on the night, rather than 40 names, only changing a few.
- Keep the stands running on time. Have the SES members running them, do a trial run and time it so they have an idea of timing. They may need to extend or shorten their presentation.
- Include all members involved in the planning process. Incorporate the committee system.
(See planning the event)



For further help or information about running a Get Ready Workshop,
please contact your local [Zone Community Capability Officer](#) or email
projects@ses.nsw.gov.au

