

PROTECT & PRESERVE INCIDENT SCENE

“Master the skills to secure, document, and preserve incident scenes for accurate investigation and legal integrity.”

Schedule

Venue	Fees
In-House	ASK FOR THE QUOTATION

► Available delivery methods: In-House Training

Introduction

The integrity of an incident scene is crucial for uncovering the truth, supporting investigations, and ensuring legal compliance. This training provides participants with the knowledge and practical skills required to protect, secure, and document an incident scene immediately following an event—whether it’s a workplace accident, crime, fire, explosion, or security breach.

This course focuses on best practices in scene containment, evidence preservation, chain of custody, initial reporting, and coordination with investigators or law enforcement.

Objectives

- By the end of this course, participants will be able to:
- Recognize and assess potential hazards at an incident scene
 - Establish a secure perimeter and control access
 - Identify, protect, and preserve physical and digital evidence
 - Document the scene using proper notes, sketches, and photography
 - Coordinate with emergency services and investigative authorities
 - Maintain chain of custody for legal admissibility

Why Attend

- Learn how to act quickly and correctly during critical first-response moments
- Gain confidence in securing and managing incident scenes
- Minimize risk of evidence contamination or loss
- Support investigative, legal, and regulatory processes effectively

Target Audience

- HSE officers and first responders
- Security and facility personnel
- Line managers and supervisors
- Emergency and incident response teams
- Compliance and risk managers

Individual Benefits

- Enhanced situational awareness during critical incidents
- Improved documentation and communication skills
- Understanding of legal implications in incident handling
- Preparedness for internal and external investigations

Organizational Benefits

- Better incident response and regulatory compliance
- Protection of critical evidence for root cause analysis
- Reduced liability and improved legal defensibility
- Strengthened internal control and governance mechanisms

Instructional Methodology

- **Case-based learning** from real incident scenarios
- **Hands-on simulations** for perimeter control and evidence tagging
- **Workshops** on sketching, photography, and documentation
- **Group exercises** in access control and chain-of-custody protocol
- **Interactive discussions** with investigative specialists

Course Outline

DETAILED 5-DAY COURSE OUTLINE (CUSTOMIZABLE)

Training Hours: 7:30 AM – 3:30 PM **Daily Format:** 3–4 Learning Modules | Coffee Breaks: 09:30 & 11:15 | Lunch Buffet: 01:00 – 02:00

Day 1: Scene Safety & Initial Response

Module 1: Introduction to Incident Scene Management (07:30 – 09:30)

- Importance of preserving the scene
- Common incidents: fires, accidents, sabotage, etc.

Module 2: Assessing Hazards & Scene Stability (09:45 – 11:15)

- Identifying unsafe structures, hazardous materials
- First responder safety protocol

Module 3: Establishing Initial Perimeter & Access Control (11:30 – 01:00)

- Scene control zones: hot, warm, and cold
- Use of signage, barriers, and documentation

Module 4: Simulation – Scene Access and Control Setup (02:00 – 03:30)

Day 2: Evidence Preservation & Scene Integrity

Module 1: Types of Evidence and Contamination Risks (07:30 – 09:30)

- Physical, biological, digital, and environmental evidence
- What not to touch or move

Module 2: Tagging, Labeling, and Initial Notes (09:45 – 11:15)

- Identification markers and evidence logs

Module 3: Protecting Evidence from Weather, Damage, or Theft (11:30 – 01:00)

- Protective coverings and surveillance techniques

Module 4: Workshop – Evidence Identification Walkthrough (02:00 – 03:30)

Day 3: Scene Documentation Techniques

Module 1: Note-taking for Incident Response (07:30 – 09:30)

- What to write, how to timestamp, and what to include

Module 2: Photography & Sketching the Scene (09:45 – 11:15)

- Angles, scale, measurements, labeling photographs

Module 3: Video Recording and Drones (if applicable) (11:30 – 01:00)

- Ethical, legal, and technical considerations

Module 4: Hands-on Drill – Documenting a Simulated Incident (02:00 – 03:30)

Day 4: Legal Aspects & Chain of Custody

Module 1: Understanding the Chain of Custody (07:30 – 09:30)

- Documentation, control forms, and handover protocols

Module 2: Legal & Regulatory Considerations (09:45 – 11:15)

- Admissibility in court, protecting legal liability

Module 3: Coordination with Law Enforcement and Investigators (11:30 – 01:00)

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Communication, authority roles, and collaboration

Module 4: Workshop – Scene Management Legal Compliance (02:00 – 03:30)

Day 5: Drill, Capstone & Wrap-Up

Module 1: Full-Scale Scene Preservation Exercise (07:30 – 09:30)

- Group assignment to secure and document a mock scene

Module 2: Review & Group Presentations (09:45 – 11:15)

- Walkthroughs, critique, and feedback from facilitators

Module 3: Incident Scene Report Preparation (11:30 – 01:00)

- Compiling final notes, photos, and chain of custody logs

Module 4: Certification, Course Wrap-Up & Action Plan (02:00 – 03:30)

Certification

Participants will receive a **Certificate of Competence in Incident Scene Protection & Preservation**, demonstrating knowledge of best practices in securing, documenting, and preserving scenes for legal, investigatory, and regulatory purposes.

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