

ACTIVITY SHEET 1

ONE KEY ACTION

PURPOSE

This activity sheet is designed for you to lead a discussion with your team to consider the key issues raised by a *Fire Note*, and the impacts these may have on your team.

OUTCOME

Leading this discussion will enable consideration and agreement on:

- 'What' i.e. the key issues raised by the *Fire Note*
- 'So what' i.e. the impacts this might have on the team
- 'Now what' i.e. what could the team do in the future to deal with these impacts?

SUITABILITY OF ACTIVITY

This is a good activity for downtime during a shift or for fire brigade meetings. It has greater value when the theme of the *Fire Note* relates to a topical/current experience for your team.

It can be conducted in an informal atmosphere, such as around the lunchroom table or sitting around the station.

The value of the activity is in bringing together views of all members of your team. It overcomes the loudest, most experienced or dominant person trying to hold the floor.

INSTRUCTIONS

1. Get each member of the team to read the *Fire Note* that you've selected. Give them 5-10 minutes of quiet time to do this.
2. As people finish reading (some will be faster than others) get them to write down three things that stood out to them from the *Fire Note*.
3. Once they've done this, ask them to discuss these issues in pairs
4. Then go around each pair and ask them to describe one issue that they identified
5. Do a second round of this (if there have been issues that were missed.)
6. Then get the team to discuss and agree on what they believe is the most important issue affecting them from the *Fire Note*.
7. Now ask each member of the team to identify one thing that the team could do to address this issue. Write these down as you go.
8. Finish up by summarising the issues raised and the ideas for the future. Get these written up and have a copy for each member of the team, along with a copy for the notice board.