



Learning from Experience: ESSDs share insights and best practices

The JIBC Emergency Management Division (EMD) is inviting all Emergency Social Services Directors (ESSDs) to share their insight and experience with their fellow ESSDs and the ESS community. The “interview” will be based on a series of questions provided by EMD and will be recorded on video. All interviews will be compiled onto a DVD for use as a teaching tool in future ESSD courses. Some of these interviews may also be used for promotional purposes and could also be posted on the JIBC website.

How do I get involved?

Print out the ESSD Interview Questions and the JIBC Release form. When you have completed your recording, attach the signed release form and send it to us at:

ESS Training Program, Emergency Management Division, Justice Institute of British Columbia, 755 McBride Blvd, New Westminster, BC V3L 5T4.

Contact EMD at 604.528.5575 or ess@jibc.ca if you have any questions.

What kind of technology do I require for this?

Even though the audio is more important than the video we'd still like to get as good a picture as we can, so it would be best if you record your interview with a video camera. Cellular phones and built-in laptop cameras do not have a high enough resolution to look good on a DVD. When you are using the video camera, place it on a table or better yet, mount it on a tripod to keep it steady. In order to make these interviews look and sound as good as possible, here are a few tips to help you -

- ◆ Set the camera to auto or have someone else record you. Auto settings are easy and will save you some time.
- ◆ Make sure you are well lit from the front so we can see you clearly. Place a light beside the camera if you need to. Don't record yourself in front of a window or other bright lights or all we might see is your silhouette.
- ◆ If you can, use a real microphone and plug it into your camera. You'll get better sound that way. Bring the microphone within arm's reach so it doesn't pick up too many extra noises. Place the microphone on a table and point it directly at your mouth. We want to hear you clearly. If you are holding the microphone in your hand try not to move it around too much. Moving the microphone around can make loud clunking and scratching noises.
- ◆ If you use the built-in microphone on your video camera, place the camera on a soft surface to avoid camera operation noises and project your voice a little bit louder than usual. This will help us to get clear and precise sound.
- ◆ Do a sound check. Record a minute or two and then put headphones on, or play it back on a television and listen to the recording to make sure the levels aren't too high or low or distorted. If you can, adjust the levels so they are high and clear without too much hiss or background noise.

What about the setting—where should I record this?

A quiet room, like an office, would be the best. Avoid the kitchen because it echoes a bit and the fridge makes noise as it clicks on and off. Make sure to turn off fans, heaters and your office and cell phones to avoid noise and interruptions.

**What kind of preparation should I do?**

Pre-read the questions and make some point-form notes to refer to while speaking. That will make your session go much more smoothly. Look, but don't stare, at your notes and please, don't just read all your answers word for word from a script. Eye contact is important to the viewer so look at the camera often. Tell us a story and we'll listen. If you do stumble a bit, try to keep going. Small mistakes are fine, we're having a conversation here, but if you do stop, just start from the beginning of your ideas or paragraph. There's no need to go all the way back and start over. We'll be editing all of the videos to make you look and sound as good as we can.

What do I do with the finished recording?

If you are recording on tape – miniDV, Hi-8 or even VHS, just send it to us and we'll do the rest. If you're using a hard drive recording camera it would best to burn it onto a DVD or for you tech types you could upload it to an FTP site and we'll download it from there.

Mail your tapes or DVDs to:

Emergency Management Division – ESS Training Program, Justice Institute of British Columbia, 755 McBride Blvd, New Westminster, BC V3L 5T4.

Contact EMD at 604.528.5575 or ess@jibc.ca if you have any questions.

And don't forget to send us your signed release form too.

Thank you for participating and sharing your knowledge and expertise. We realize that it will take a bit of time and effort on your part to make a quality recording. Your patience is much appreciated. Know that your time will help us create a valuable resource for other ESS Directors in the province.