



Content Segments

- A. Advanced Planning Tasks
- B. Getting Volunteers Ready
- C. Controlling the Workshop
- D. Questions and/or Concerns



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Session 2: Guidelines for Planning and Managing a Live Alcohol Workshop

Estimated time for Session 2: 1 Hour (depending on class size)

Session Objectives

- Plan and manage an alcohol workshop
- Describe the advanced planning tasks needed
- Properly prepare the volunteer drinking subjects
- Secure and assign sufficient support personnel and determine supplies needed
- Properly control the workshop and evaluation the drinking subjects

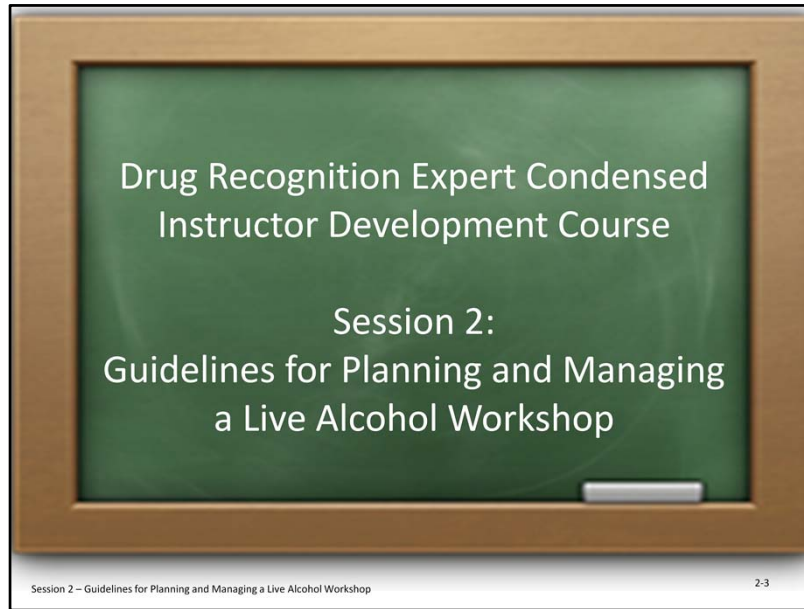
Contents

- A. Advanced Planning Tasks
- B. Getting Volunteers Ready
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Materials

Presentation slides
Easel/Easel pad
Markers
DRE Instructor Guide
Participant release
Dosing chart
Computer speakers (for embedded videos)

Instructional Notes are presented in bold italic throughout the sessions.



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Session Objectives

At the conclusion of this session, participants should be able to:

- Plan and manage an alcohol workshop
- Describe the advanced planning tasks needed
- Properly prepare the volunteer drinking subjects
- Secure and assign sufficient support personnel and determine supplies needed
- Properly control the workshop and evaluation of the drinking subjects

Advanced Planning Tasks

- Appoint planner
- Select drinkers
- Prepare drinkers



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A. ADVANCED PLANNING TASKS

Advanced planning should begin prior to the alcohol workshop.

- **Alcohol workshop planning is the responsibility of the host agency class coordinator**
 - The person who will be responsible for workshop planning must be designated prior to the workshop **and must be informed of this responsibility**
- **Select the volunteer drinkers**
 - It is suggested there is one volunteer drinker for every three to five participants
 - They must be at least 21 years old and should be physically capable of performing the SFSTs. It is preferred police officers not be used as volunteer drinkers and is strongly recommended drinkers be alcohol and drug free
- **Prepare the volunteers**
 - Notify the volunteers of the date and time of the alcohol workshop and not to eat prior to the workshop. Instruct volunteers no weapons will be permitted

Advanced Planning Tasks (continued)

- Secure supplies
- Assign monitors
- Assign bartenders



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- **Secure the supplies**
 - Select the type(s) and amount of alcoholic beverage needed. Determine what other drinking supplies are needed (mixers, light snacks, entertainment, graduated shot glass, cups, ice, etc.)
 - Volunteers should be paired with a monitor of the same sex
- **Select and assign monitors for the volunteers**
 - The monitor's principal job is to ensure the well-being of the drinkers and ensure the volunteers follow their instructions concerning drinking and smoking. It is suggested there is one monitor for every 4 volunteer drinkers and, if possible, monitors of the same gender as the drinkers should be used
- **Select and assign bartenders**
 - A minimum of one bartender is needed. **It is suggested whenever possible, bartenders should not serve as monitors.** The bartending duties are busy enough to be a full-time job. They are responsible for keeping detailed records of the time and the amount of alcohol in each drink taken

Advanced Planning Tasks (continued)

- Arrange facilities
- Arrange transportation
- Breath testing



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- **Select and arrange facilities for the volunteer drinkers**
 - The room set aside for the drinkers must be isolated from the classroom and the public. It should be spacious to provide ample room for the bar, the breath testing station(s), and the drinkers' "lounge". This room should provide easy access to rest rooms
- **Arrange transportation for the volunteer drinkers**
 - No volunteer who will consume any amount of alcohol whatsoever can be permitted to drive from the workshop. It is recommended transportation is provided to AND from the workshop. Each volunteer's driver should be identified by name
- **Arrange for breath testing**
 - One breath testing device plus a qualified operator should be available. At least three disposable mouthpieces must be available for each volunteer. The devices and operators must be at the workshop site and ready to operate by the time the volunteers are scheduled to arrive.



B. GETTING VOLUNTEERS READY

Volunteers must arrive at the facility at least 3 hours prior to the scheduled start of the workshop. Upon arrival, each volunteer must read and sign the “Informed Consent Statement” and they should be checked to verify they have no weapons.

Conduct the preliminary examination of each volunteer and record the results on the “Volunteer Drinker Questionnaire and Dosing Chart” located in the Appendices. The results should include the initial breath test, HGN results, and pupil size estimation in room light. It is also recommended the pulse and blood pressure be checked and recorded. If a volunteer has a pulse over 90 or blood pressure above 140/90, consider using that volunteer as a placebo or not at all.

Placebos can be permitted to drive to and from the workshop and can be used to transport other volunteers.

Dose the volunteers. Determine how much alcohol will be given to each volunteer. A dosing chart is included in the Administrators Guide of the DWI/SFST course. Administer half of the total recommended dose during the first hour. At the end of the hour, remove any remaining drinks from the volunteers: **They cannot eat, smoke, or drink anything for the next 15 minutes.** During the 15-minute deprivation period, consider administering HGN, pupil size, pulse rate and blood pressure, and record the results on the “Volunteer Drinker Questionnaire and Dosing Chart.” When the 15 minutes are up, administer and record a breath test. **EVALUATE EACH VOLUNTEER’S STATUS.**

Administer the rest of the alcohol to the volunteers during a 1-hour period. At the end of the hour, remove any remaining drinks. The volunteers must not eat, smoke, or drink anything for the next 15 minutes. During the 15-minute wait, you could re-administer the tests of HGN, pupil size, pulse rate, and blood pressure to the volunteers. When the 15 minutes are up, administer another breath test to the volunteers.

Controlling the Workshop



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C. CONTROLLING THE WORKSHOP

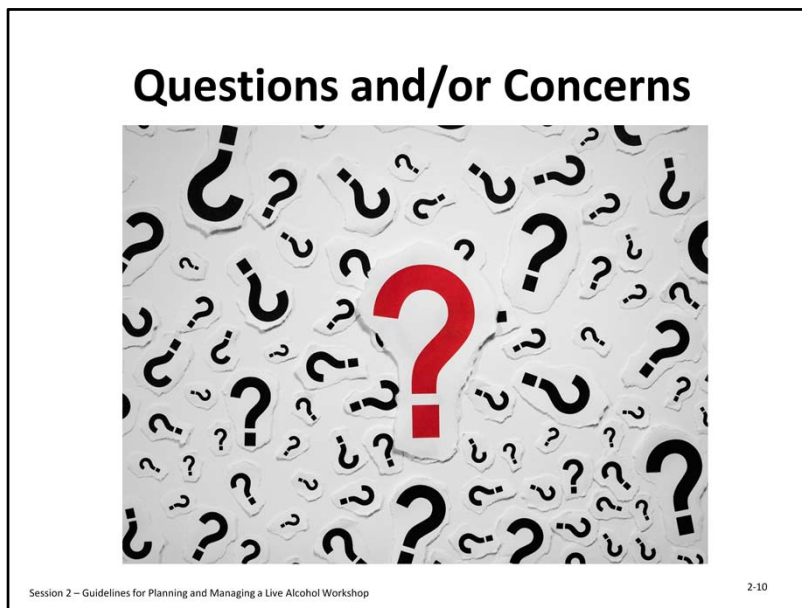
Assignment Of Participants To Teams

Divide class into the same number of groups as the volunteers. Groups will be assigned a specific workplace and will remain there throughout the session. A volunteer drinker will be brought to each group. One group member will be designated the “examiner,” another will be the “recorder,” and the third will be the “coach.” After the “examiner” has conducted all SFSTs on the volunteer, the drinker will be rotated to another group. The group members will “swap” roles when they get their next volunteer.

Monitoring Participants’ Practice

- **Ideal Situation:** Each instructor is responsible for monitoring a single team
- **Acceptable Case:** Each instructor monitors two teams

Instructors must observe each of their participants serving as the “examiner.” Using skills learned during the SFST IDC, instructors should coach and provide feedback to their participants during this activity.



D. QUESTIONS AND/OR CONCERNS

Solicit questions and comments from participants before moving to the next session.
