



### COURSE OVERVIEW AND INSTRUCTIONAL GOALS

<b>COURSE LENGTH:</b>	16 Hours (2 Days)
	16 Hours Classroom
	0 Practical Hours

### COURSE OVERVIEW

This is a comprehensive course designed to enhance preparedness, response, and recovery in school safety and security. This course is designed for sworn Law Enforcement Officers, school administrators, school resource officers, safety personnel, and emergency managers responsible for the safety of public or private schools or institutions of higher learning. The course will prepare attendees on how to plan and respond to incidents of mass violence. Group discussions, group exercises, and decision-making exercises will be a part of the course; and much more.

### INSTRUCTIONAL GOALS

Upon completion of this course the attendee will be familiar with:

1. Emergency Response Planning
2. Security Planning and Vulnerability Assessments
3. Threat Management
4. Training and Drills
5. Active Threat History
6. Crisis Command and Coordination
7. Critical Incident Response
8. Post-Incident Debriefing
9. Reunification
10. Long-Term Recovery



## SCHOOL SAFETY AND SECURITY TRILOGY IN-PERSON COURSE



### DAY TO DAY / HOUR TO HOUR AGENDA

#### DAY ONE

<b>Hours:</b>	<b>Instruction:</b>
0800-0830	Course Overview & Administration
0830-0900	Introduction to School Safety and Security (PowerPoint)
0900-1100	Emergency Response Planning (PowerPoint)
1100-1200	Security Planning & Vulnerability Assessments (PowerPoint)
1200-1300	Lunch (Not Provided)
1300-1500	Threat Management (PowerPoint)
1500-1530	Crisis Training (PowerPoint)
1530-1700	Case Study and Exercise

#### DAY TWO

<b>Hours:</b>	<b>Instruction:</b>
0800-0830	Day 1 Review and Group Discussion
0830-1000	Incident Response (PowerPoint)
1030-1200	Incident Response continued (PowerPoint)
1200-1300	Lunch break
1300-1400	School Safety Technology (PowerPoint)
1400-1515	Reunification & Recovery (PowerPoint)
1515-1530	Interactive Exercise (PowerPoint)
1530-1430	Course Review, Open Discussion and Course Closeout



### COURSE OUTLINE

- I. Preface
  - A. Course Overview
  - B. Instructional Goals
  - C. Agenda
  - D. Definitions for Concepts
- II. Emergency Response Planning
  - A. Ten Scenarios
  - B. Planning Principles and Safety Priorities
  - C. Active Threat Responses
    - i. Run, Hide, Fight
  - D. ABC's of Emergency Planning
  - E. Emergency Drills and Protocols
- III. Security Planning and Vulnerability Assessments
  - A. Physical Protection Systems
  - B. Elements of Layered Security
  - C. CPTED
  - D. Risk Assessment Models
  - E. School Campus Site Survey
  - F. Missteps and Best Practices Related to Security in the K-12 Environment
- IV. Threat Management
  - A. Threat Assessment and Threat Management
  - B. Leakage
  - C. Pathway to Violence
  - D. Common Threat Assessments Used in K-12 Schools
  - E. Multi-Disciplinary Threat Management Teams
  - F. Student Concern
- V. School Safety Technology
  - A. Overview of Technology on the Market
  - B. Baseline of Safety and Security
- VI. Incident Response
  - A. Active Threat History
  - B. Crisis Command and Coordination
  - C. Law Enforcement Incident Response
  - D. Emergency Communications



## SCHOOL SAFETY AND SECURITY TRILOGY IN-PERSON COURSE



### VII. Reunification and Recovery

- A. Large Scale K-12 Family Reunification
- B. Planning
- C. Various Integral Functions
- D. Methodology
- E. Best Practices and Lessons Learned
- F. Recovery

### VIII. Interactive Exercise

- A. Creating Training Programs for School Safety
- B. Conducting Exercises for Preparedness
- C. Types of Exercises
- D. Tabletop Exercise

### IX. Course Summary & Closeout



## SCHOOL SAFETY AND SECURITY TRILOGY IN-PERSON COURSE



### CO-HOST LOGISTICAL REQUIREMENTS

#### CLASSROOM

- Adequate seating for up to 50 students with tables, good ventilation
- Marker board and markers
- Flip chart paper or digital whiteboard

#### AUDIO VISUAL

- LCD Projector for computer presentation
- Large projection screen (minimum of 6'x6' screen size)
- Speaker system to connect to laptop for audio
- Extension cord and power strip
- AV table or cart

#### OTHER

- Access to copier



## SCHOOL SAFETY AND SECURITY TRILOGY IN-PERSON COURSE



### STUDENT EQUIPMENT LIST

#### INDIVIDUAL

- Note taking supplies
- Laptop computer is helpful to the student but not mandatory.
- Student materials will be made available via dropbox link
- Business casual attire may be worn



## SCHOOL SAFETY AND SECURITY TRILOGY IN-PERSON COURSE



### NTOA PROVIDED LOGISTICAL ITEMS

#### INSTRUCTOR PACKET (mailed to co-host)

- Extra registration forms for walk-ins
- Course roster
- Instructor agreements
- Dropbox link for student notebook and resource materials

#### INSTRUCTOR PACKET (emailed in advance)

- Directions to training site and hotel
- Contact numbers for co-host point of contact

#### COURSE PRESENTATION MATERIALS

- PowerPoint presentations available on Basecamp for download
- Lesson Plans/Teaching Notes available on Basecamp for download

#### OTHER

- Laptop computer



## SCHOOL SAFETY AND SECURITY TRILOGY IN-PERSON COURSE



### STUDENT NOTEBOOK TABLE OF CONTENTS

#### SECTION DESCRIPTION

1. Introduction
2. Emergency Response Planning
3. Security Planning & Vulnerability Assessments
4. Threat Management
5. School Safety Technology
6. Incident Response
7. Reunification & Recovery
8. Interactive Exercise