



# STEP BY STEP

For programs with  
more than 50 People

## QUESTIONS TO ANSWER WHEN PLANNING OUT YOUR TRAINING

01

### Which training topics are you interested in?

Apart from our Active Shooter Preparedness course, our other popular training topics are listed below. Many of these training topics go hand-in-hand with Active Shooter Preparedness and are a great way to add additional insights and expertise for your team.

- De-escalation Techniques
- Situational Awareness
- Staying Safe During Home Visits
- Fire Safety and Prevention
- Cyber Security
- Domestic Violence

02

### What method of training works best for your staff?

In order to train everyone efficiently and effectively, we recommend on-demand courses combined with an in-person site assessment and hands-on practical training. With on-demand, each staff member receives their own login, and the training is available 24 hours a day. We also provide reporting to track the completion progress of each staff member. In addition to the on-demand training, our trainers will visit each of your sites to provide a security assessment and hands-on training to the staff working at each site. If for some reason that won't work for your team, just let us know and we can modify the training appropriately.

03

### What to expect for the hands-on training and site assessment

Conducting a site assessment and hands-on training at your program site(s) provides a personable and fully customizable training experience for your staff. Our trainers will visit all of your sites simultaneously in one week. While on site, trainers would conduct a full security assessment. We would also work with all staff in their individual classrooms or offices to develop and test out emergency response action plans. This allows the staff to engage directly with the expert trainers and ask any questions they may have from the on-demand course. The amount of time needed for the visit varies based on the size of the site, but generally, the staff training portion will be completed in 1 hour. The site assessment portion may take an additional 1 hour to 1.5 hours, and would only require site directors or managers to participate.

04

### Accounting for staff turn over

Recognizing that staff turnover does occur, we provide access to our learning management system for 1 year. This includes the 2-hour Active Shooter Preparedness on-demand course, the 1 hour De-Escalation Techniques course, and the 45 minute Situational Awareness course.

05

### Leadership training

After the on-demand training and site visits, we'll conduct a 3-hour table top exercise for leadership, where we'll discuss a simulation of an active shooter scenario. The exercise will be specifically designed to work through internal organizational and community plans. The focus will not be to test anyone's specific performance, but to shed light on the various roles, responsibilities and plans currently in place. During the exercise, we will purposefully stress and overwhelm existing resources, so that the worst case scenario can be explored. By planning for a worst case scenario, an organization and the community can become better prepared for all the lesser crises that can occur.

06

### Continued learning

We recommend that programs complete the Active Shooter Preparedness training at least every 2 years. This helps ensure all staff receive the training and receive updates on the latest leading practices and response options.