

A New Hampshire e-Learning for Educators Online Professional Development Self Paced Tutorial

Self Paced Tutorial: ST-08 Active Shooter In the Workplace Response and Preparedness Training

Tutorial Description

This tutorial provides guidance to individuals, including administrators and teachers, so that they can prepare to respond to an active shooter situation. It is important for educators to be trained so that they can react if they are ever confronted with an active shooter situation. As these situations evolve quickly, quick decisions could mean the difference between life and death. The information presented in this tutorial is summarized in the booklet titled “Active Shooter: How To Respond,” published by the U.S. Department of Homeland Security. The booklet provides guidance to individuals, including managers and employees, who become involved in an active shooter situation, and discusses how to react when law enforcement responds. The contents of this tutorial are freely available from the FEMA Management Institute.

The three units of this tutorial will guide you through the elements of response, preparedness, and follow-up after an active shooter event. At the end of each unit, there is a brief assessment. Once your assessments for all units are completed, and your tutorial score is greater than or equal to 70%, you will be able to submit a Tutorial Completion Notice. Submission of this notice will trigger an evaluation of your engagement in the activities and assessments. Following this evaluation, you will receive a Certificate of Completion for 4 hours of professional development for this tutorial training.

Unit 1	Responding to an Active Shooter	
<p>In an active shooter situation, you should quickly determine the most reasonable way to protect your own life. You should run, if there is an accessible escape path, attempt to evacuate the premises. If not, then hide if evacuation is not possible, find a place to hide where the active shooter is less likely to find you. As a last resort, and only when your life is in imminent danger, should you fight as an attempt to disrupt and/or incapacitate the active shooter. It is important for employees to be trained so that they can react if they are ever confronted with an active shooter situation. As these situations evolve quickly, quick decisions could mean the difference between life and death. If you are in harm’s way, you will need to decide rapidly what the safest course of action is based on the scenario that is unfolding before you.</p>		
Unit 2	Preparing and Preventing an Active Shooter Situation	
<p>Developing an Emergency Action Plan to address this could have helped prevent additional casualties in this case. An Emergency Action Plan addresses critical policies and procedures, for: reporting emergencies and evacuation of the premises. In addition, the Emergency Action Plan specifies responsibilities and key contact information. And, the Emergency Action Plan should include an emergency notification system In the event that evacuation is necessary, facilities should have at least two evacuation routes that are conspicuous and well-marked. After the Emergency Action Plan is in place, staff should be trained in responding to active shooter situations, including the use of exercises that involve local law enforcement. With an effective Emergency Action Plan and training, staff will be better prepared to respond to an active shooter incident and other emergencies.</p>		
Unit 3	Follow Up After an Active Shooter Event	
<p>After an incident occurs, it is important to manage the consequences, and analyze the lessons learned. Post-event activities includes accounting for missing persons, determining a method for notifying families of victims, and referring individuals at the scene for follow-up care including grief counseling. To facilitate effective planning for future emergencies, it is important to analyze the recent active shooter situation and create an after action report. And these lesson learned should be used to refine the Emergency Action Plan and provide needed training. Managing the consequences of an incident and identifying lessons learned promotes the well-being of those involved and facilitates preparedness for future emergencies.</p>		
Unit 4	Additional Resources and Information	
<p>Active Shooter materials help managers, employees, training staff, and human resources personnel mitigate the risk of, and appropriate reaction to an active shooter situation.</p>		

Self Paced Tutorial Objectives

After completing this tutorial, you will be able to:

- Describe actions to take when confronted with an active shooter and responding law enforcement officials.
- Recognize potential workplace violence indicators.

- Describe actions to take to prevent and prepare for potential active shooter incidents.
- Describe how to manage the consequences of an active shooter incident.

Self Paced Tutorial Expectations

This 4 unit tutorial takes a look at the procedures recommended by the Department of Homeland Security for preparing and responding to an active shooter situation. Additional resources and materials are provided to deepen the engagement and extend the content. Each unit offers readings and videos that support the recommendations and explain the rationale for it. There is a short quiz which will help to assess your understanding at the end of each of the three content units. The results will serve as a record of your participation in the tutorial and professional growth with regard to preparedness and response to an active shooter situation. The fourth unit provides additional resources that you may find useful. Though there is no quiz for Unit 4, time should be spent reviewing these resources and using them to develop your action plan.

The estimated time for the completion of the tutorial is 4 hours. Some may get done more quickly, while others may take a little longer. Because this content is sensitive and can be troubling for some, yet is extremely important, each unit was developed with an intended completion time of 1 hour, which includes review of materials and quiz time. Successful completion of the tutorial will earn you four (4) hours of professional development.

The tutorial is pass/fail, but you are expected to read all the materials and successfully complete the unit quizzes in order to earn a *Certificate of Completion*.

Access to this tutorial and the materials provided will remain available to you after you have completed the assignments and earned your certificate of completion. You may return as often as you like to review and access the resources provided.

Participation and progress will be reviewed and assessed after the Notice of Completion is submitted. After submission of each unit assessment quiz, the tutorial Gradebook will reflect the grade for the submitted quiz.

In order to receive a *Certificate of Completion* at the end of the tutorial, you must earn a passing grade of 70% or greater in the overall tutorial.