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The modules are divided into specific sections and the presenter will notify you when moving into each section to make the presentation easier to follow, understand and retain in spite of the volume of information presented.

This handout reflects the key points for the modules, space for the attendee to write down the key points for each section within the module to improve retention of the information, a place to write down and other information you find interesting from each section. As appropriate, sections may include additional information identified as “detailed content” containing text content that attendees might want to retain without rushing to write it down. This teaching and handout style has been developed specifically by Safe Havens using research based concepts to dramatically improve attendee retention and is also designed to make the session more enjoyable for attendees. We welcome any comments or suggestions you might have to improve our presentation style, handouts or specific content.

We hope you find this session to be helpful and worth your time and we thank you for your efforts to make our schools safer.

#### **Free resources**

Federal emergency management agency  
United States Department of Education  
Centers for Disease Control  
Safe Havens International [www.safehavensinternational.org](http://www.safehavensinternational.org)

- School safety grant resource list
- Tactical site survey checklist
- Papers on various school safety topics
- Free E-newsletter
- Free E-book *Let None Learn in Fear*

#### **Sections Covered in this Session:**

- Decision Making
- Functional Protocol Concerns
- Emergency Communication Concerns

#### **Section One – Decision Making**

##### Key points

1. Incident commander must focus on making the most important decision first:
2. You can't help anyone if you are incapacitated
3. Establish incident command
4. Notify emergency services
5. Implement life saving functional protocols
6. Notification/request for support from central office
7. Functional protocols are general guidelines
8. All school employees must be ready to select and implement the most appropriate functional protocols

9. All school employees must be prepared to modify them in situations where it would be dangerous to implement them as written
10. Staff must be given permission to live

Other points of interest:

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## **Section Two – Functional Protocol Concerns**

Key points

1. Train and empower staff to implement all lifesaving functional protocols
2. Staff must be ready to act with direction and by independent judgment
3. All employees should know what to do when another staff member is threatened
4. All employees should know functional protocols

Other points of interest:

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## **Section Three – Emergency Communications Concerns**

Key points

1. The office must be able to effectively communicate with all occupied interior areas including portable classrooms and occupied outbuildings
2. The office should be able to communicate to outdoor areas
3. Staff should have some means to communicate with the office

Other points of interest:

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