

Introduction



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Purpose of the Program

The instructional goal of *Safe and Secure Schools: Managing and Responding to Threats and Violence* is to provide school staff with the knowledge, resources, and tools necessary to develop a school-wide, systematic, research-based approach to the problem of school-related violence—problems that result in a compromise to student and staff security and safety. This training program has been developed to help all levels of school staff, including administrators, teachers, counselors, students, parents, and support personnel, with the knowledge, resources, and tools necessary to respond appropriately to an emergency or escalating event in the classroom or on school property. The knowledge gained by viewing this training program will support best practices as well as instill a level of confidence and expertise on the part of all staff.

Content of the Video

The video is divided into eleven parts. It is recommended viewers begin with the Introduction, and then choose other units depending on needs and interest. Time designated for viewing will vary

depending upon how much discussion occurs between participants and facilitator.

Part One (Introduction) is designed to introduce the viewer to the topic of violence in schools with emphasis on planning, training, the role of law enforcement, managing aggression, bomb threats, and other safety-related issues.

Part Two addresses the legal and professional responsibilities applicable to all levels of staff.

Part Three reviews strategies educators can use to reduce the anti-social behaviors associated with bullying and harassment. Social responsibilities, suggestions for counseling, and anonymous reporting are discussed.

Part Four discusses how to manage how to appropriately respond effectively to serious threats of violence.

Part Five examines how administrators need to prepare for acts of extreme violence related to both prevention and intervention.

Part Six explores ways classroom teachers may respond to extreme acts of violence within an individual classroom or on a school's campus.

Part Seven discusses how to prepare students for a number of emergencies that might occur on a school campus.

Part Eight shares information related to emergency preparedness for contract, support, and substitute staff.

Part Nine includes suggestions for working with the parent community, related to prevention, intervention, and response.

Part Ten addresses the challenges associated with safety and security at extracurricular activities and nontraditional school settings.

Part Eleven provides important information related to bomb threats and explosive devices.

How to Use This Guide

This training program was developed for use by individuals, in small groups, or with a larger group of a school's staff. The *Facilitator's Guide* provides talking points and discussion questions designed to assist all staff as they apply both new information, as well as existing knowledge in an effort to review, analyze, and solve the issues and dilemmas school personnel and students face related to school violence.

The eleven parts of the video are categorized by topic. Although the units are numbered, it is not necessary for them to be viewed in any specific order—with the exception of the Introduction. For the sake of staff understanding, this initial unit should be viewed prior to others. Due to time constraints, school staff may choose to view each part separately. The video was not designed to be viewed in one sitting; rather, individual units should be discussed first by activating background knowledge, viewing the video, and then following up with questions that generate critical thinking and problem solving.

This guide includes both pre- and post-viewing discussion questions. It is recommended participants use these discussion starters as they were intended—to help stimulate and organize thoughts and discussions among staff members.

Chapter 2 includes instructions related to facilitating tabletop exercises. This method of training school staff to respond appropriately to school or classroom emergencies is recommended by the United States Department of Education and the Department of Homeland Security. Sample tabletop exercises are included in the Resource section of the guide.

The Resources included within the *Facilitator's Guide* are extensive and include prototypes for the following:

- Bomb Threat Pyramid
- Emergency Response Plan App
- Sample Bomb Threat Checklist
- Sample Classroom Checklist

- Sample Evacuation Procedure: Cafeteria
- Sample Lesson Plan
- Sample Month-Long Calendar
- Sample Portfolio: Safety and Security
- Sample Sheltering Procedure: Gymnasium
- Sample Student Threat Assessment
- Sample Supervision Plan
- Sample Threat of Violence Protocol for Students
- Sample Threat of Violence Systematic Process Chart

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