

Training Instructions: *Emergency Training Drills*

Supporting Documents: Presentation, Resource List, and Activities/Discussions

The Pennsylvania Commission on Crime and Delinquency (PCCD), in conjunction with training and resources provided by Risk and Strategic Management Corp (RSM), are pleased to provide a module for K-12 education agencies and school-based representatives on *Emergency Training Drills (Including fire, natural disaster, active-shooter, hostage situation and bomb threat)*, as a part of the train-the-trainer portion of providing in-person instruction to all school employees throughout the Commonwealth of Pennsylvania. The materials within this 60 minute (provided in-person) training module aim to provide educators and school staff with a better understanding of critical information and procedures regarding Emergency Training Drills mandated by the state of Pennsylvania, highlight practices and strategies for the whole school community, and discuss the importance of developing a general and workable understanding of how Emergency Training Drills impact the educational environment from the lens and scope of an employee's viewpoint.

The target audience for this training is personnel at public and nonpublic schools and school districts, as well as regional education agencies and state education agencies that support them. This includes administrators, teachers, staff, School Safety and Security Coordinators, and the like. This training module is also applicable to community partners that have a role or responsibility in school safety, security, emergency management, and preparedness, including, but not limited to, law enforcement and school resource officers, fire officials, and emergency medical services personnel.

Please use the materials provided in this train-the-trainer package and follow the steps below to help train personnel at your site on this important topic:

- Read through the presentation and its speaker notes, as well as the accompanying activities and discussions.
- Review the supplemental resources provided in the resource list.
- Identify the personnel at your site who will benefit from training on this topic (all employees).
- Set aside time to train these personnel.
- Deliver the training, provide additional resources, and allow time at the conclusion of the training to discuss with pertinent parties how to integrate the lessons learned into your school EOP and planning process if they are not already accounted for.