

NSC Community Training Instructors

The Surviving an Active Shooter Event training is designed to be participant-centered and interactive to provide an effective learning experience. It is assumed that all instructors are equipped with a required set of presentation and facilitation skills prior to delivery.

In addition to being able to present technical information, the instructor should have some public speaking experience to achieve the program goals and objectives:

- ✓ Keep participants focused and involved.
- ✓ Debrief learning activities.

Instructors have the following responsibilities:

- ✓ Ensure a safe, comfortable, non-threatening learning environment.
- ✓ Ensure participant completion certificates are issued to those who have successfully completed the program by providing NSC with the final roster of names with email addresses.
- ✓ Ensure all necessary program materials and equipment are available and in good working order.
- ✓ Ensure copyrighted National Safety Council materials are not reproduced.
- ✓ Serve as a resource to answer participant questions and clarify program content.

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Building Community Partnerships

You can enrich this training by partnering with your local law enforcement professionals. Contact your local police department or sheriff’s office to let them know you are providing training in the community. Invite them to attend. They can add expertise and support your efforts to keep your community safe.

Section 2 • Program Components

This manual provides a detailed plan for the course. To ensure the quality and effectiveness of the program, follow the plans as closely as possible. This program includes a variety of educational components to allow for flexibility in program delivery and teaching styles.

Instructional Media and Equipment

An appropriate selection of media helps achieve objectives and ensures that the instructional strategy and methods are effectively implemented. Media communicates and reinforces instructional messages to a learner and aids in the overall learning experience and in retention.

The following components support the NSC Surviving an Active Shooter Event program:

- ✓ This Instructor Planning Guide
- ✓ Instructor Manual (IM)
- ✓ Participant Guide (PG)
- ✓ PowerPoint Slides (PPTs)

Instructor Manual

The IM is a scripted manual for instructors delivering the program to help ensure a consistent delivery. Each instructor should have his or her own manual. The information is designed in a format describing what an instructor needs to do and say for successful delivery as well as mirroring the content, structure and organization of the PG.

For facilitation ease, screenshots of all PPTs display at the point of delivery. The IM is laid out in a side-by-side format with instructions on the right side (odd pages) and the associated PG pages on the left side (even pages). It includes several features:

- ✓ Icons to identify content and activity types
- ✓ PPT images that serve as presentation cues
- ✓ Instructor Notes to share key information about facilitating the program
- ✓ Bold typeface use for titles and key terms to indicate where to add emphasis
- ✓ Knowledge Check to reinforce key points