

# ACTIVE THREAT TRAINING (Train-the-Trainer)

## Quick Reference Guide



### Information Needed Before Applying:

The purpose of the Active Threat Training priority is to improve and enhance school preparedness by funding up to \$1,500.00 for two SAU employees to attend Active Threat Training (Train-the-Trainer).

Applications will be reviewed by the EMPG Program Coordinator as well as HSEM Training and Exercise to ensure the following vendor criteria are met:

- Curriculum shall include instructor led class to educate and train participants on proactive response to violent intruder events based on the Federal "Run/Avoid, Hide/Deny, Fight/Defend" recommendation, utilizing a combination of education and practical training.
- Curriculum shall be research based and comply with national standard of care recommendations that meet or exceed Department of Homeland Security (DHS), Federal Bureau of Investigation (FBI), Department of Justice (DOJ), and NFPA 3000.
- Training should include Pre-K through 12th Grade Curriculum with an alerting component in addition to federally recommended "Run/Avoid, Hide/Deny, Fight/Defend".
- Training modules should be specific to administration, bus drivers, coaches, custodial staff food service, support staff, Pre-K, and students with disabilities.
- Instructor Certification train-the-trainer training in options-based active threat response preparedness.

Read the [EMPG Grant Guidance](#) found on the [HSEM Resource Center](#) for the State priorities, compliance requirements, and eligible projects.

- The online grant application must be completed by someone authorized on behalf of SAU.
- A screen shot of your community/SAU/agency DUNS #'s "Active" status on <https://www.sam.gov/SAM/> for a DUNS # look up or obtain here: <https://fedgov.dnb.com/webform/index.jsp?source=fedgov>.
- Contact information for participating school district.
- Project Milestones – Detailed with estimated time frames for each milestone (post award forward).
- Copy of your current procurement policy.
- Electronic copy of your project quotes/proposals (PDF, JPG, PNG accepted formats) – will be uploaded into the application.
- Explanation as to how quotes/vendors were determined based upon your procurement policies.
- Curriculum for Active Threat Training (Train-the-Trainer).
- Current number of Faculty and Staff.
- Detailed explanation of soft and/or in-kind match and completed Local Match Accrual Form (ONLY IF NOT USING CASH).
- Completed [NIMS Implementation Survey](#) found on the [HSEM Resource Center](#).
- Submit most current Independent Audit Report or NH MS-60 at the time of application via the [Audit Information Submission Form](#) found on the [HSEM Resource Center](#).
- Assurances: At the end of the application, be prepared to download and sign up to three (3) certifications titled
  - (1) Lobbying; Debarment, Suspension & other Responsibility Matters; and Drug-Free Workplace Requirements;
  - (2) Disclosure of Lobbying Activities Form (only if applicable);
  - (3) a Non-Construction Assurances Form or
  - (4) a Construction Assurances Form.

Please contact your assigned HSEM Field Representative or the EMPG Coordinator at 271-2231 for any questions or assistance