

School Safety and Security Specialists Training #1

Organizing an After Action Debrief

October 29, 2025 | 2:30 - 3:30 p.m.



**Utah State
Board of
Education**



**SCHOOL
SAFETY
CENTER**

Welcome!

Housekeeping:

- Throughout our training please use the Q&A feature to ask questions.
- Melissa will facilitate all questions in the Q&A feature.
- Check your SPAM folder for emails from schoolsafetyprograms@schools.utah.gov.

The Utah School Safety Center



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Utah State Board of Education

The Utah School Safety Center Leadership and Support



Shauntelle Cota
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Coordinator



Melissa Muhlestein
Executive Secretary for the
School Safety Center

Agenda

- Welcome!
- Organizing an After Action Debrief Training
- LEA Spotlight | Tooele School District
- Wrap-up
- Professional Learning Opportunities
- Q&A

Welcome

Welcome Back!

- School Safety and Security Specialist's (SSSS) Onboarding training has been sent to all FY26 Specialists.
 - Required for **new** Specialists - Good refresher for veteran Specialists.
- SSSS have been added to FY26 SSSS email listserv.
- SSSS have been invited to the FY26 SSSS Canvas course. Be on the lookout for a course invitation via email from notifications@instructure.com.
- Check your SPAM or JUNK folders for emails from schoolsafetyprograms@schools.utah.gov.
- Updates on Bleed Control Kits and First Aid Kits.

An After Action Debrief (1)

What it is:

- A meeting for Incident Command System (ICS) team members to share/clarify information within the team itself.
- A time to examine response efforts and use data to improve ICS team functioning.
- A way to capture key-takeaways after an event.
- A meeting to discuss strengths and areas of improvement for future crisis events.

What it is **not**:

- **Not** an all staff-meeting
- **Not** a report of an event, as a result of a thorough investigation
- **Not** a time to place blame or assign responsibility for event
- **Not** a recovery or grief support group

An After Action Debrief (2)

A perfect crisis response does not exist;
there is **always** room to learn and grow as a team.

-Gen. Stanley McChrystal



Organizing an After Action Debrief (1)

Why: Per [Utah Code Section 53G-8-701.6](#), “a School Safety and Security Specialist shall:

- following an event where security of the school has been significantly compromised, organize a debriefing with the individuals listed in Subsection (3)(c)...regarding strengthening school safety and security practices, policies, procedures, and protocols.”

Who: “The principal, school staff, the Armed School Personnel (School Resource Officer (SRO), the Armed School Security Officer, or the School Guardian), local law enforcement, the County Security Chief, the LEA School Safety and Security Director, Other LEA Administration, and school-based behavioral and mental health professionals”

Organizing an After Action Debrief (2)

When: Ideally 24 - 48 hours after the event*

Best Practice: Even if there are delayed reactions to stressful events, a debrief should still occur within a few days to weeks or even months later, depending on the situation.*

Consideration: Individuals experiencing significant impact by the event may need to be excused from formally participating in the after action debrief.

*Recommendation from the National Association of School Psychologists (NASP).

Organizing an After Action Debrief - Template



After Action Debrief Template

Purpose: For the Incident Command System (ICS) team and others, if applicable, to identify areas of need to strengthen school safety and security practices, policies, procedures, and protocols.

Incident Name: _____

Date of Incident: _____ Place of Incident: _____

Building ICS Members: _____

Local Education Agency (LEA) ICS Members (if applicable):

Date of After Action Debrief: _____

Author of After Action Debrief Template: _____

Attendees of After Action Debrief (option to attach Sign-In sheet):

Incident Description:

Actions of Emergency Response Plan (ERP) (Include steps of the ERP taken during the incident.):

Incident Response Strengths:

Incident Response Areas in Need of Improvement:

Additional Follow-up Needed (Include areas to strengthen school safety and security practices, policies, procedures, and protocols.):

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Organizing an After Action Debrief - Purpose



After Action Debrief Template

Purpose: For the Incident Command System (ICS) team and others, if applicable, to identify areas of need to strengthen school safety and security practices, policies, procedures, and protocols.

Incident Name: _____

Date of Incident: _____ Place of Incident: _____

Building ICS Members: _____

Local Education Agency (LEA) ICS Members (if applicable):

Date of After Action Debrief: _____

Author of After Action Debrief Template: _____

Attendees of After Action Debrief (option to attach Sign-In sheet):

Key Points:

- Area of focus
- Note any people excused or not able to attend

Organizing an After Action Debrief - Incident Description

Incident Description:

A large, empty rectangular box with a black border, intended for writing the incident description. It is positioned below the 'Incident Description:' label and above a horizontal line.

Utah School Safety Center: After Action Debrief Template (2025) | 1

Considerations:

- List only the facts
- Note why the incident met the threshold as “significant”
- Include high-level details

Organizing an After Action Debrief - Actions of Emergency Response Plan

Actions of Emergency Response Plan (ERP) (Include steps of the ERP taken during the incident.):

Considerations:

- Note events in chronological order.
- Outline actions that were taken during the incident.
- Notice any gaps in plan.

Organizing an After Action Debrief - Incident Response Strengths

Incident Response Strengths:

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Considerations:

- What did we do that went right?
- What practices or policies worked well?
- How do we build upon our positives or successes?

Organizing an After Action Debrief - Incident Response Areas in Need of Improvement

Incident Response Areas in Need of Improvement:

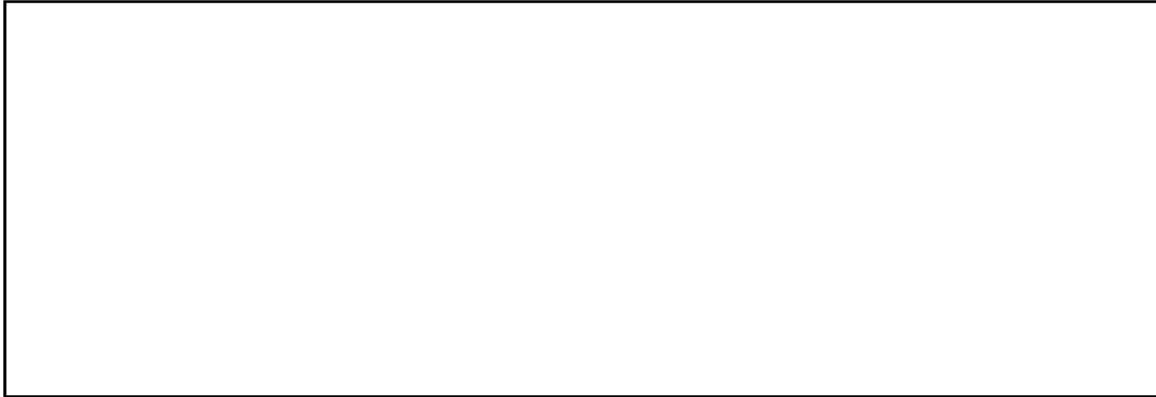
A large, empty rectangular box with a black border, intended for users to write down incident response areas in need of improvement.

Considerations:

- Why was there a difference between strategy and execution?
- What gaps in our policies or practices need to be adjusted?
- How can we refine our strategy for a better outcome?

Organizing an After Action Debrief - Additional Follow-Up Needed

Additional Follow-up Needed (Include areas to strengthen school safety and security practices, policies, procedures, and protocols.):



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Utah School Safety Center: After Action Debrief Template (2025) | 2

Considerations:

- List policies/procedures to be revised.
- Examine how to achieve organizational buy-in.
- Assess the need for additional resources, support, training, or connection with community referrals.

LEA Spotlight - Tooele School District



Robert Curfew

Student Safety and Security Director

Tooele School District

Call to Action

By **January 21, 2026**, School Safety and Security Specialists will:

1. Join the FY26 School Safety and Security Specialist Canvas course;
2. Initiate a discussion with their building principal regarding After Action Debriefs and select the appropriate form to use; and
3. Use the chosen debrief form during an After Action Debrief (may be after an event or a drill).



Exit Ticket #1

1. Complete the Viewing Confirmation quiz in Canvas to unlock Exit Ticket #1.
2. Take Exit Ticket #1 with at least a score of 4/5 to pass.
 - a. Specialists interested in earning relicensure hours will need to score 5/5.
 - i. All hours will be entered into MIDAS at the **end** of the Canvas course in spring 2026.

Wrap-up

School Safety and Security Specialists Training Dates - (Required)

- Training #2: Wednesday, January 21, 2026 | 2:30 - 3:30 PM
- Training #3: Wednesday, April 8, 2026 | 2:30 - 3:30 PM
- Specialists are required to either attend Trainings #1-3 live or watch the recording. When recordings are available, they can be found on either the FY26 SSSS Canvas course or the SSSS YouTube playlist.

Training and Technical Assistance Requests

- Use our [Training Request Portal](#)!

Professional Learning Opportunities (1)

Standard Response Protocol (SRP) - The "I Love U Guys" Foundation:

- November 20-21, 2025: SRM Reunification Exercise (in-person; Canyons School District)
- January 28, 2026: SRP Train the Trainer (in-person; Alpine Learning Center)
- Register via MIDAS Course ID 66077

Comprehensive School Threat Assessment Guidelines (CSTAG):

- December 9, 2025: 1-Day Workshop (in-person; Nebo School District)
- December 10 - 11, 2025: Train the Coach (in-person; Nebo School District)
- February 23, 2026: 1-Day Workshop (in-person; USBE)
- February 24 - 25, 2026: Train the Coach (in-person; USBE)
- Register via MIDAS Course ID 66172

Professional Learning Opportunities (2)

*PREPaRE Workshop (WS) 1: Comprehensive School Safety Planning: Prevention Through Recovery**

- November 12, 2025 (virtual)
- December 16, 2025 (in-person; Adobe Center - Lehi)
- May 14, 2026 (in-person; Utah State University Extension - Brigham City)
- June 25, 2026 (virtual)

*PREPaRE WS 1 is the chosen curriculum by the State Security Chief.

Professional Learning Opportunities (3)

4th Annual Utah School Safety Center Conference

- Wednesday - Thursday, June 10-11, 2026
- Location is TBD - Let us know if you would like to host!



Questions

Reach the Utah School Safety Center at
schoolsafetyprograms@schools.utah.gov.