



DIOCESE OF MANCHESTER

Memorandum

To: All Parishes, Schools, Camps, Campus Ministry, Cemetery Staff, Diocesan Employees
From: Mac Bryant, Finance Officer/Secretary for Temporalities
Date: May 23, 2019
Subject: Active Shooter Training

God expects us to be good stewards of all the gifts he has given us. Thus, we have an obligation to respect life and defend it whenever necessary. Unfortunately, our environment today is one which necessitates training to appropriately respond to emergency active shooter and similar emergency situations in order to protect lives from evil. As one responsible for risk management, this topic weighs heavily on me. Last year we held multiple active shooter training workshops and introduced a web-portal available to employees and volunteers at no charge. The Blue-U Defense team also performed site visits to child care facilities.

New this year, the Diocese of Manchester has again partnered with Blue-U Defense to offer a live training session to our employees and volunteers throughout the State of New Hampshire. Mark your calendar for:

Where and When?

Immaculate Heart of Mary
180 Loudon Road, Concord
June 10, 2019
5:30pm-7:30pm
Beverages, snacks, sandwiches and pizza provided

Cost: Free (Diocese is paying for the event)

Who should attend?

We recommend all employees attend and in particular, priests, maintenance staff, ushers, ministers, and any volunteers working events or directing crowds.

Will there be other sessions offered?

Only one more live session will be offered during the fall of 2019 (date to be determined) and it will be specific to schools. Therefore, if you are a school employee, we encourage you to

attend the fall session. If you wish to attend the June 10th session as well, you are welcome to do so.

RSVP: It is important to RSVP to Beth Lemay if you plan to attend. In order to keep good track please email blemay@rcbm.org with the subject line: Active Shooter Training

All employees must check with their supervisor prior to attending. Attendance at these events will be considered paid work time.

What if I cannot attend? As many of you know, we have a web-portal available for employees and volunteers. This portal is not a substitute for the live training, but is a good tool. To access the web-portal please follow these instructions:

Instructions for visiting the Blue-U Defense portal:

STEP 1: Click this link: <https://dioceseofmanchester.blue-u.training/>

STEP 2: Create an Account (you will have to create a user ID & Password and confirm by email)

STEP 3: Select a Course (Take as many courses as you would like). Start with the introduction and progress through the videos at your own speed. Please note that you may pause the video, fast forward, and rewind. Introductions at the beginning of the videos are often redundant. If applicable, check with your supervisor prior to taking courses.

STEP 4: We recommend that at a minimum, all employees who were unable to attend a live training session, watch **“Violence in the Workplace”** and print the certificate for their personnel files. This video is most similar to the live courses that were offered. The certificate can only be printed if all videos for that section have been viewed and the assessment test is complete.