

**Vermont School Crisis Planning Team Meeting**  
**Department of Public Safety**  
**Waterbury, VT**  
**January 10, 2017 1PM**

**Meeting Notes**

**Attendees:**

Bob Costantino, Agency of Human Services  
Charlotte McCorkel, Howard Center representing  
Department of Mental Health  
Dan Batsie, Vermont Department of Health EMS  
Dan Lavilette, American Red Cross  
Emily Harris, Emergency Management and  
Homeland Security  
Leo Nadeau, Public Representative  
Mary Ellen Mendl, Vermont 2-1-1  
Rob Evans, Agency of Education  
Tim Clouatre, Vermont State Police  
William Brown, Division of Fire Safety

Winton Goodrich, VT Superintendent  
Association

**On Phone:**

Sharonlee Trefry, Vermont Department of Health  
School Nurses  
Steve Earley, Chair  
Suzanne Gruending, Vermont Principals  
Association  
David Muse, American Red Cross South

**Introductions** – *Rob Evans, Vice Chair*

**Review and Approve Minutes of November 16 Meeting** – *Rob Evans, Vice Chair*

Bob Costantino noted that he was present at the November 16<sup>th</sup> meeting, but not listed as an attendee. *With this modification, Charlotte McCorkel made motion to accept the meeting minutes and the motion unanimously approved.*

**Status Updates** – *Rob Evans, Vice Chair, and Emily Harris, Vice Chair*

- **School Safety Conference**

The School Safety Conference was very well received and there are now over 300 individuals trained in how to perform behavioral threat assessments. Since this was the second year in a row that this training has been offered, in 2017 we should consider moving back to the “Conference” model where we have multiple sessions throughout the day.

The time frame of late November/early December continues to be a good time of year to hold this conference.

- **Local Emergency Planning Commission/Supervisory Union Presentations**

Emily and Rob have provided school safety presentations, including showing “The Coming Storm” to the majority of Local Emergency Planning Commissions in the state. These presentations provide first response organizations with an understanding of what work schools are doing regarding safety, and how these organizations can support schools. These meetings also sometimes serve as a place for schools/Supervisory Unions to meet their first response organizations.

Emily and Rob are continuing to provide perform school safety visits with Schools and Supervisory Unions. Additionally, some schools are working with DEMHS on holding exercises this spring.

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**Home Visit Template** – Charlotte McCorkel, Howard Center representing Department of Mental Health

The Home Visit Subgroup (Charlotte, Suzanne, Tony) created a draft document and presentation to assist schools with home visits. The intended audience for this document/presentation is school personnel who may need to perform a home visit for truancy issues or at the request of parents when students refuse to go to school.

The document is designed to be completed in a team setting.

*Decision: The document will be modified into a checklist form. Once created, this checklist will be included in the resources section of the website.*

*Decision: The subgroup, now including Daniel Batsie, will reduce the text on the presentation slides.*

*Decision: In February/March, 2 individuals from the subgroup will make a “voice over powerpoint” presentation which will be included on the school safety website.*

**School Safety Video** – Rob Evans, Vice Chair

As discussed earlier in the year, the School Crisis Planning Team would like to create a School Safety Video highlighting school safety items that are useful/exciting/important about school safety in Vermont. This video will be similar to the Williston Schools Video (<https://www.wevideo.com/view/725592588>) and will be compiled by someone at Williston Schools on our behalf.

*Decision: Members of the School Crisis Planning Team will record themselves giving a 10-20 second promo. During this recording, members will state their name, who they represent, and try and be in a location that ‘represents’ their organization. Members will upload their video before January 31<sup>st</sup> here: <https://drive.google.com/drive/folders/0BxDz7lC7cLVCREN2U2xHZIA2dDA?usp=sharing>*

*Decision: Rob will work with educators that have benefited from the work of the Vermont School Crisis Planning Team to see if they will also create a video segment.*

*Decision: There will be a portion at the beginning of the video to explain what the School Crisis Planning Team is.*

**Inclusion of ICS forms in Vermont School Crisis Guide** – Emily Harris, Vice Chair

Emily has received a request from a Supervisory Union to include ICS forms in the Vermont School Crisis Guide. This Supervisory Union had recently completed ICS 402, and was looking for an easy way to access these forms.

*Decision: ICS forms will be added to the resources section of the Vermont School Crisis Guide.*

**Cleaning up old business and parking lot issues**

**March Meeting**

- Staff Skills Survey discussion
- SU Planning Schedule Template presentation
- ICS Summer Training Announcement

**May Meeting**

- Best Practices for dealing with trauma following a disaster and untimely death recovery best practices (presentation by Charlotte and Margaret Joyal)

**Parking Lot**

- Opiate Crisis Guidance
- Statewide Relocation and Reunification Template and MOU between schools and Reunification Facilities (Rob, Mary Ellen, Dan, Emily H., Leo, Mark)

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- Video Acceptable Use Policy (Rob, Win, Mark, & Emily S.)
- ICS Training Plan – reintroduction at SU level
- Tactical EMS and how school medical staff can get involved in the process

**Next meeting date**

Due to scheduling conflicts, there will be no meeting in February. The next meeting will be held at 1pm on Tuesday, March 14<sup>th</sup> in the State Emergency Operations Center in Waterbury.

Leo Nadeau made motion to adjourn. Motion unanimously accepted.