

**Vermont School Crisis Planning Team Meeting
State Emergency Operations Center
Waterbury, VT**

May Meeting Notes

Attendees:

Barbara Bloom, Vermont School Counselors Association
Dan Batsie, VT Department of Health EMS
Dan Lavilette, American Red Cross
David Muse, American Red Cross
Emily Harris, Division of Emergency Management and Homeland Security
Leo Nadeau, Public Representative
Mark Moody, Vermont School Boards Insurance Trust
Patrick McManamon, VT Department of Motor Vehicles
Rob Evans, Agency of Education
Steve Earley, Chair
William Brown, Division of Fire Safety
Winton Goodrich, VT Superintendent Association

Introductions, acceptance of 4/11 minutes – Steve Earley, Chair

Meeting was called to order at 1pm.

Acceptance of 4/11 meeting notes: Motion was made by Pat McManamon, Motion was seconded by Leo Nadeau. Notes were unanimously accepted with no changes.

Status Updates – Rob Evans, Vice Chair

- **E911**

Once Rob received the executive summary from E911, he will send it out to the team. If schools have questions about E911, please refer them to Barb Neal.

- **Recent School Threats**

Over a period of 2 weeks, there were threats at both Essex and South Burlington High Schools. As a result of these threats, there have been After Action Conferences with the schools and Law Enforcement, and lessons learned have been shared with Supervisory Unions and Principals via conference call and email follow ups.

- Communication and Coordination: As with any event, it is important to keep planning and practicing communication and coordination. Schools and supervisory unions need to be on the same page as the first response organizations, and everyone should be familiar with any technology challenges related to the thick walls that many schools have.
- Go-bags/Go-buckets were useful for both events. The kits included rosters which helped ensure a smooth accountability process.
- One challenge was that some high school students are babysitters for elementary/middle school students. There isn't a clear answer for this, but it's something to keep in mind.

- Based on the situation, some teachers and staff allowed students to use their cell phones to text with their parents during the event. Parents reported that this helped alleviate their concerns, but schools should know that the ability to use phones is dependent on the situation.
- It's important that schools are re-enforcing parental notification, both before an incident occurs and during an incident. This helps parents to know what they can do to make the response better. The team may create a "parental notification" form, based on something VISBIT uses, which would be added to the guide.
- It's important for schools/SUs to work with law enforcement to evaluate the threat to determine if it's credible.
- Schools to take Incident Command System training and work with first responders to discuss how they would fit into the ICS structure during different incidents.
- Mass notification generally went well for these events, but it is always important to practice this and make sure that it is coordinated with first responders, frequently updated, and works to combat inaccurate rumors.
- Planning, Training and Exercising with schools, supervisory unions and first response organizations are key to success.
- Both schools provided mental health resources following the events. These resources are helping to reduce the long-term effects of these incidents.
- Investigation is still ongoing for Essex. South Burlington have arrested a suspect.
- The Division of Emergency Management and Homeland Security is developing a 1-day School Specific Public Information Officer Course. The intent of this course is the parse down the information from the FEMA 3-day course into a "what schools need to know" session.
- Over the summer, Rob will be looking into legislation to make penalties for these threats more severe.

School Visits

- Rob has completed his visits to the Burlington School District. 13 schools have had an assessment and they are working to put plans together.

Summer training focus

- ICS 402 – 3 hours, available on demand, delivered to the school/supervisory union, as long as they can get a minimum of 5 individuals at the training.
- School Specific PIO training – 1 day, available on demand, delivered to the school/supervisory union, as long as they can get a minimum of 8 individuals at the training.
- School EOP Development Course – 4 hours on July 12th at VISBIT. We currently have 12 signed up, but need a minimum of 30 to hold the class. Team members should make sure to advertise this training to the groups they represent.

Upcoming Conferences

- **Facility Manager Conference, June 22nd** – *Rob Evans, Vice Chair*
At this conference they have requested a school safety panel. Rob needs to let them know soon who will be on that panel.
Decision: Rob, Emily, and Pat will be on the panel. Mark and Steve will follow up with Rob to let him know if they will join the panel.

- **Vermont Emergency Preparedness Conference, September 15th**– *Emily Harris, Vice Chair*
This conference has requested a school safety panel. Emily needs to let them know by this Thursday who will be on that panel.
Decision: Emily will facilitate this panel. Rob, Steve, Pat, and Bill will be on the panel. Rob will follow up with Charlotte to see if she will join the panel.
- **Vermont School Counselor Association Annual Conference, September 29th** – *Barbara Bloom, Vermont School Counselors Association*
We have not yet been confirmed for this conference. Barb is currently discussing our participation with the association. If they request a panel, we may include Emily, Rob, Barb and Charlotte.
- **School Safety Conference** – *Rob Evans, Vice Chair*
Currently thinking about going back to the old conference schedule with 1 keynote and 4-5 breakout sessions.
Proposed Keynotes (both similar costs and both donate some fees back to school safety non-profits):
 - Col Dan Stebbins – Newtown/Sandy Hook and the importance of School Safety
 - John Michael Keys – Standard Response ProtocolProposed Locations:
 - Sheraton Hotel (Burlington)
 - Lake Morey Resort (Fairlee)
 - Killington Grand (Killington)
 - Additional locations with breakout rooms are needed.Proposed Break-Out sessions:
 - Introduction to Public Messaging
 - Essex/South Burlington Threat Response
 - ICS 402 & Unified Command
 Time of year:
 - November/December seems to work for most
 - A few have noted that October is better.
 - Some conferences are becoming multi-day. This can capture additional individuals who may not be able to make one day, and there are also some individuals who may be willing to spend the night and attend both days.*Team member to-do: Provide Rob with preferences/suggestions for location, keynote, and 4-5 topics to discuss in breakout.*

Home Visit Template - *Rob Evans, Vice Chair*

Charlotte McCorkel, representing Department of Mental Health, was unable to attend this meeting. Rob presented the updated template on her behalf.

Decision: Mark Moody made a motion to accepted the Home Visit Template as proposed as part of the Vermont School Crisis Guide. Dan Lavillette seconded the motion. Unanimous agreement to accept template as proposed. This document will be sent out with other documents in July.

Statewide Relocation and Reunification Template– *Rob Evans, Vice Chair*

Schools are looking for guidance on relocation and reunification.

Decision: Rob made a motion to provide the Standard Reunification Method template as part of the Vermont School Crisis Guide. Leo Nadeau seconded the motion. Unanimous agreement to provide the Standard Reunification Method from the iloveguys foundation as a template schools can use for relocation and reunification. This document will be sent out with other documents in July.

CPR/AED Guidance – Emily Harris, Vice Chair

A school nurse contacted Emily because she found this document in the 2004 guide, but it was removed from the 2012 guide and does not reflect the current best practices. The nurse is requesting that the team update this document and include it in the Vermont School Crisis Guide. The American Red Cross noted that many folks are moving to the “Hands Only” approach, which might be good for the guide. The Vermont Department of Health noted that they would consider it, but children still need ventilation.

Decision: Emily will send template to Dan Batsie & Sharonlee.

Decision: Dan Batsie will update the guidelines to be consistent with current best practices & will send it to Sharonlee for additional modifications.

Construction in Schools - William Brown, Division of Fire Safety

Many schools are going through construction this summer and are wondering what additional security protocols should be in place.

Decision: If schools are going through construction, they will be told to contact their local school crisis planning team to get advice on security protocols.

Meeting was adjourned at 2:30pm.

The team decided to take June & July off – if folks finish documents this summer, they can be virtually shared with the group. The next meeting of the Vermont School Crisis Planning Team will be Tuesday, August 15th 1-2:30pm in the State Emergency Operations Center.

Parking lot

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

Opiate Crisis Guidance

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

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

- Liability Insurance for schools serving as non-arc shelters (Mark) (VISBIT wants to be included in any conversations about liability)
- American Red Cross MCI course