

Vermont School Crisis Planning Team Meeting
Department of Public Safety – 3rd Floor Conference Room
Waterbury, VT

August Meeting Notes

Attendees:

Barbara Bloom, School Counselor Association
Bob Costantino, Agency of Human Services
Charlotte McCorkel, Howard Center, representing
Department of Mental Health
Dan Lavilette, American Red Cross
David Manning, Vermont Principals Association
Emily Harris, Vermont Emergency Management
Leo Nadeau, Public Representative
Mark Moody, Vermont School Boards Insurance
Trust

Pat McManamon, Department of Motor Vehicles
Rob Evans, Agency of Education
Steve Earley, Chair
Tim Clouatre, Vermont State Police
Tony Facos, VT Chiefs of Police
William Brown, Division of Fire Safety
Winton Goodrich, VT Superintendent Association
Tim Vincent, Vermont School Boards Insurance
Trust
Deanna Ryerson, Howard Center

Introductions, acceptance of 5/16 minutes – *Steve Earley, Chair*

Meeting was called to order by Steve Earley at 1300.

Pat McManamon made motion to accept the 5/16 minutes as proposed, the motion was seconded by Charlotte McCorkel. Minutes were unanimously accepted as written.

Charlotte McCorkel requested that we add a discussion of the parking lot at the end of the agenda.

Home Visit Template video – *Rob Evans, Vice Chair & Charlotte McCorkel, Howard Center representing Mental Health*

The team reviewed the first few minutes of the Home Visit Template video, which is on the School Safety Center website here: <http://schoolsafety.vermont.gov/training/online>

This video is an example the power and expertise of this team. Last year, the team identified the importance of having a tool to assist with school visits, the team created the tool, and then produced this video to provide additional information.

The team should consider if there are topics that their organizations would like to discuss via a training video on the school safety website. Some of these videos can be added to the school safety training and awareness calendar for the 2017/2018 year.

Action: During the September meeting, the team will review the School Safety Training and Awareness Calendar and identify potential training videos that they can help create.

Status Updates – *Rob Evans, Vice Chair*

- Conferences
 - Facility Managers Conference: Held in June with about 150 attendees, Pat, Emily, and Rob were the keynote and discussed the role of facility managers and transportation needs. This is the second year we've presented and it sparks good conversations.
 - Information Technology Managers Conference: Held in July with about 50-60 IT managers, Rob presented with FBI Cyber investigations group, Leahy Center, Essex High School, and South Burlington High School. This presentation discussed how IT

- structures should be set up to aid in FBI investigation after the incident. As a follow up to this presentation, the FBI will provide Vermont with a template of how to assist the FBI with investigations and the group is hoping to do a conference call or voice-over-powerpoint presentation for schools this October.
- Many organizations are selling systems rather than just equipment, and this group may want to come up with some suggestions relating to that. Fire Safety should be included in any conversations about systems to make sure they follow code.
- Action: Add Technology Issues and Systems to Parking Lot.*
- Vermont Emergency Preparedness Conference: The team will present on September 15th, 10-10:45. This will be a panel, facilitated by Emily, with Rob, Steve, Pat, Bill and Charlotte.

Action: Emily will come up with a list of questions for presenters.

Action: Emily, Rob, Steve, Pat, Bill and Charlotte will present at this conference.
 - Counselors Association Conference: The team will present on September 29th, 12:30-1:45. The theme of this conference is how counselors support every student, and given the recent responses in Essex and South Burlington it would be nice to talk about those. Since First Call participated in both responses, it would be good to have the Howard Center represented.

Action: Rob will contact Dave Young and Rob Reardon to see if they would like to participate.

Action: Rob will create a blurb of what the team will present on and send it to Cairsten and the presenters.

Action: Charlotte, Emily, Rob and Barbara will present at this conference.
 - Division of Fire Safety: Will be holding a 2-day conference at some point this year for Fire Marshals and Fire Chiefs.

Action: Bill will work to find out the date of this conference and work to get the team on the agenda.
- **Trainings**
 - REMS 4-hour EOP Development Course: Hosted by VISBIT in July with about 20 attendees. These instructors travel all around the county and had great things to say about the school safety work being done in Vermont.
 - Incident Command System 402 – 3-hour for Executives and Senior Leadership: 2 trainings have been completed (Laraway, Barre SU) and 4 more are being offered in the next 2 weeks (Burlington SU, Southern Vermont SU, Windham Northeast SU, Saxtons River Elementary). Minimum course size to offer locally: 6
 - Public Information training for School Administrators and Communicators 4-hour: 2 trainings have been completed (Waterbury, Winooski) and 1 more will be offered this week (Rutland). This course discusses how to deal with the media, logistics, mass notifications, managing Public information during events. Many schools and SU/SD do not understand the complexity of this until they have an incident. Minimum course size to offer locally: 8
 - What if Wednesdays: Now in their second year – the first one of the new school year will come out on August 23rd.
 - De-escalation and Violence Prevention: Mourning Fox, Deputy Commissions of the Department of Mental Health, created a video training last year for us. He has now been

- invited to present on this nationally to higher education institutions on August 15th. This webinar is free, but requires registration – go to the school safety website for more information.
- If any members of the team would like to come to any of these trainings, please feel free to join in or even just stop by and introduce yourself. If you would like to participate, just let Emily or Rob know.
 - **Summer Package**
The Secretary didn't want the summer package to get lost in everything else, so she emailed it out in July. This package included the new things that have been added to the guide and linked to the school safety website here: <http://schoolsafety.vermont.gov/news/school-safety-resources>

School Safety Conference – Rob Evans, Vice Chair

As Rob has talked to folks about the School Safety Conference, they have expressed a desire to move back to breakout sessions. Rob proposes that we have a keynote in the morning, and 45-minute/1 hour breakouts in the afternoon. We need to get a date on the calendar, figure out the facility and work on funding.

- **Potential Breakout sessions:** Technology, Mental Health (re-gaining strength for students, staff and first responders), Transportation & School Bus Safety, Domestic Disputes, “you bring an issue”, Tactical EMS.
- **Potential Locations:** Historically, we had the best turn out at the Sheraton in Burlington, but we could also consider using Lake Morey Resort or Killington. The key is finding a location that has space to do breakouts – and will draw a lot of people.

Action: For the September meeting, be prepared to make decisions about the conference. We'll need to figure out dates, location, keynote, and breakout sessions.

September National Preparedness Initiative for Associations – Rob Evans, Vice Chair

Last year we had a lot of success with asking first response organizations to use National Preparedness Month (September) to reach out to schools. They checked in with the schools, updated points of contact, and found out if anything has changed. We would like to continue that practice this year. A suggestion was made to send a letter to School and SU/SD administrators ahead of time letting them know that they may get visited by their local first responders, and the purpose of the visit is just to check in and exchange contact information.

Additionally, If your organization would like to do a special initiative (like hosting a preparedness training), let us know and we'll post it on the website. As the School Crisis Planning Team, we will put out a letter providing schools and SU/SDs with some potential suggestions for Preparedness Month. The letter will ask schools and SU/SDs to review the suggestions from the team and pick a few that you may want to do for preparedness month. Each team representative will include a single sentence suggestion (for example “The Department of Health School Nurses asks nurses to inventory their go kit to ensure all necessary items are present and available should your school need to move to their evacuation location”).

If you hear from a school that doesn't know who their first response organizations are, send them over to Rob or Emily.

Action: Before close of business on Tuesday, August 15th, each member of the team will send Rob a single sentence recommendation from your organization for preparedness month. These recommendations should be action based – directing schools or SU/SD to do something.

Action: Rob will reach out to the Sheriffs to make sure they are included in the first responder reach out.

Insurance Coverage, Liability, & Workers Compensation – Mark Moody, VISBIT & Dan Lavilette, ARC

Draft document was made available for team review.

VISBIT covers 85%-90% of municipal K-12 schools in Vermont, but the intention of this document is to make it broad enough that it is applicable to most schools regardless of the organization that covers them. This is just a guidance document – coverage determinations would need to be made through their provider.

Liability insurance is normally answering the questions “what would a reasonable person do?” If a reasonable person would do it, then it is generally acceptable.

The reality is that if you agree to function as a relocation facility, you take on a certain level of risk. This document helps people think about that risk.

Prior to publishing this document, it should get a final review by Tim Vincent (VISBIT) and Dan Lavilette (ARC).

Document Suggestions:

- Both Tim and Dan expressed that they would be willing to add their contact information to the final document so folks could call them with general questions.
- Due to ongoing mergers there are more School Districts, so those should be included in the language of the final document.

Action: Steve will work with this subcommittee on next steps.

Parking lot

- We had best practices for dealing with trauma following a disaster and untimely death recovery best practices in the parking lot for May – do we still want to do this? Yes, we would still like to have this presentation. Additionally, Rob is seeking Agency of Education funding to get some best practice documentation. In addition to this incident, we’ve also had some recent drownings which have raised additional questions about how to deal with untimely deaths that don’t occur on school grounds.

Action: At the September meeting, discuss when the presentation will occur.

- Acceptable Use Policy – Win has a template that he will provide to the team to review. We’ll discuss this at the next meeting.

Action: At the September meeting, discuss developing a model acceptable use policy.

General

Discussion about deportation in the news and the impact it may be having on our schools. The governor has stated that Vermont law enforcement will not act as agents of ICE, but will continue to cooperate with them as they have in the past. Effective this fall, all law enforcement policies will be consistent surrounding this issue. Vermont continues to focus on community trust.

Next Meeting: September 12, 1-2:30pm SEOC

Parking lot

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

Opiate Crisis Guidance – Include presentation from AOE & VDH Alcohol, Drug and Tobacco Program

MOU between Schools and Reunification Facilities (Rob, Mary Ellen, Dan, Emily H., Leo, Mark)

Acceptable Use Policy (Rob, Win, Mark, & Emily S.)

Tactical EMS and how school medical staff can get involved in the process

American Red Cross MCI course