VERMONT
AGENCY OF EDUCATION

MEMORANDUM

TO: Superintendents, Principals, and Headmasters (All Vermont Schools)

FROM: Michael Desrochers, Director, Vermont Division of Fire Safety
Rebecca Holcombe, Secretary, Vermont Agency of Education

SUBJECT: School Egress (evacuation) & Lockdown Drills

DATE: 8/9/2016

The Vermont Fire & Building Safety Code mandates that six (egress) evacuation drills, and five lockdown drills must be conducted during the upcoming school year, according to a schedule developed by the Division of Fire Safety and the Vermont School Crisis Planning Team.

All schools, whether public or private, must include this new egress and lockdown schedule in their school's emergency plan. The new schedule will fulfill the emergency egress drill requirements outlined in the NFPA Life Safety Code and Title 16 V.S.A. Section 1481.

According to Section 15.7.1 (Existing Educational Occupancies) of the NFPA Life Safety Code, all schools must have an emergency plan in place. Section 4.8 of the NFPA Life Safety Code outlines what is required in the emergency plan. One of the requirements is that the evacuation plan must include the "evacuation procedures appropriate to the building, its occupants, emergencies, and hazards."

The Vermont Fire & Safety Building Code was adopted under Title 20 V.S.A Chapter 173 (Internal Security & Public Safety: Prevention & Investigation of Fires and Title 16 V.S.A. Chapter 33 (Education: Fire & Emergency Preparedness Drills & Safety Protocols).

Records must be kept of all such drills and be available upon request for review.

***Important to note:**

- At the beginning of the school-year (September), both the egress (evacuation) and the lockdown drills must be performed. After that, the drills will alternate each month, beginning with the egress drill in October.
- The school-year ends with the egress (evacuation) drill.

INTERIM AGREEMENT

NEW SCHOOL EGRESS (EVACUATION) AND LOCKDOWN DRILL SCHEDULE

Month	Egress (Evacuation) Drill	Lockdown Drill
September	1	1
October	1	
November		1
December	1	
January		1
February	1	
March		1
April	1	
May		1
June	1	

- Egress (evacuation) drills shall result in complete evacuation of the school.
- The first two egress drills shall result in the complete evacuation of the school.
- The remaining four (4) egress drills may alternate between a relocation drill and an egress drill.

This Interim Agreement will remain in effect until a legislative change is made.

The Vermont School Crisis Guide in online at; http://demhs.vermont.gov/programs/school

Regards,

Michael Desrochers, Director
Vermont Division of Fire Safety
1311 US Route 302, Suite 60
Barre, VT 05641

Rebecca Holcombe, Secretary
Vermont Agency of Education
219 North Main Street Suite 402
Barre City Place, Barre, VT 05641

VERMONT AGENCY OF EDUCATION DEPARTMENT OF PUBLIC SAFETY

Superintendents, Principals and School Crisis Planning Team Members,

As we continue to enhance the level of school emergency preparedness across the state, Vermont's Agency of Education, Department of Public Safety and the School Crisis Planning Team have partnered together to provide you with the following school safety planning resources:

1. ***School Crisis Planning Guidance*** from Secretary Holcombe (Agency of Education) and Commissioner Flynn (Department of Public Safety). **See page 5.**

2. In June of 2016, the ***Vermont School Crisis Guide*** was revised and can now be found at the following link: http://demhs.vermont.gov/programs/school.
   The guide follows the federal guidance on the four phases of emergency management, (Prevention/Mitigation, Preparedness, Response, Recovery). The guide is available Microsoft Office, Google drive and in PDF form and can be easily edited and downloaded for your use. In the absence of a fully developed school Emergency Operations Plan, schools should use this guide for their basic crisis response plan. A video overview of the Vermont School Crisis Guide can be found at the following link: https://www.youtube.com/watch?v=NUY2RHhO3rA&feature=youtu.be

3. The classroom ***Emergency Response Action Guide*** has been enhanced and includes new school crisis command language (Lockdown, Lockout, Evacuate, Shelter) that are being recommended to standardize the crisis command language across the state. We recommend schools post this guide and the additional educational poster/tool in each classroom and common space within the school. The Emergency Response Action Guide and the educational tool/poster are also included in the Vermont School Crisis Guide. **See page 7.**

4. ***The 2016-2017 School Safety and Awareness Calendar*** will assist school leaders in focusing school crisis planning efforts throughout the year. During each month, the calendar will be populated with a short

training/exercise video that focuses on the specific school safety initiative for the given month and can be used by school leaders during school crisis planning team meetings. **See page 9.**

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Best Practices for Schools Regarding Local Implementation of SBE Rules 4101 and 4102 - "Student Safety"

All Vermont School Districts should develop and maintain a "school specific" Emergency Operations Plan (EOP) that conforms to the principles of the National Incident Management System, and as applicable, that is aligned with the Vermont School Crisis Planning Guide. This plan should be reviewed and updated annually by school leadership and should include the essential procedures, operations and assignments that are required to plan, prepare, mitigate, respond and recover from an emergency/disaster.

Districts are also encouraged to work with their emergency first response community and local/regional emergency management officials to assist in the development of the school's EOP. Please refer to the Vermont School Crisis Planning Guide for more information on how to best identify these emergency response offices.

Each School Crisis Team should work with its local first response community and local/regional emergency management partners to determine the threats and vulnerabilities that are specific to each school. As explained in the Vermont School Crisis Planning Guide, these threats and vulnerabilities shall include but are not limited to: fire, power outage, bomb threat, active shooter, hazardous materials release, flooding, and other weather related events.

In the absence of a fully developed EOP, each school should utilize the Vermont School Crisis Planning Guide as their school's EOP.

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MEMORANDUM

TO: Education Colleagues
FROM: Rebecca Holcombe, Secretary of Education
COPY: Robert Evans, School Safety Liaison
SUBJECT: School Safety Reminder
DATE: January 28, 2016

Over the past few days several schools across the country have received automated (robo-call) school threats. States with schools that have received these calls include Arizona, Delaware, Iowa, Maryland, Massachusetts, New Hampshire, Pennsylvania and Vermont. After an investigation by law enforcement officials, no suspicious devices, activity or other notable incidents occurred near any of the schools. Each nationwide incident is being considered as a unique complaint and is being handled by the respective jurisdictions.

The incident in Vermont was reported on January 22, 2016 and was reported to the Vermont State Police by a school in Warren, Vermont.

We would like to remind schools that any school threat needs to be evaluated on an individual basis, and that local, county and state law enforcement officials should be contacted to assist in evaluating the credibility of these threats.

This is an opportunity for schools to revisit their emergency procedures related to these types of events. School leaders should ensure their evacuation, relocation and emergency notification procedures are up to date and revised, as needed.

In the event your school receives a threat over the phone, it is important to try to collect the following information for law enforcement officials:

1. Date and time of call.
2. Was it a recorded, robotic or human voice?
3. What, specifically did the caller say?
4. Did the caller's voice sound male or female?
5. Was the incoming phone number captured or was it blocked?
6. Was the conversation audio recorded?

Please contact Rob Evans, the School Safety Liaison for the Agency of Education, at revans@margolishealy.com or at (802) 839-0448 if you have any questions or concerns regarding your school emergency procedures.

EMERGENCY RESPONSE ACTIONS

IN AN EMERGENCY DIAL 9-1-1

EMERGENCY PROTOCOLS

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LOCKOUT
Secure the Perimeter

- Students Return to inside of building(s)
- Continue with classes as scheduled
- Take attendance and account for students

LOCKDOWN
"Locks, Lights and Out of Sight"

- Lock the classroom/office door
- Turn off lights
- Move to a safe place and get out of sight
- Silence cell phones
- Account for students
- Wait for emergency responders

EVACUATE

- Leave things behind
- Form single-file lines
- Move calmly to exits
- Follow instructions of school officials
- Faculty/Staff lead students to evacuation location
- Account for all students/staff

SHELTER

- Seek shelter if outside
- Turn off all fans and air conditioners if possible
- Stay inside until informed it is safe to leave
- Follow instruction of emergency personnel

BOMB THREAT OR SUSPCIOUS OBJECT

- Do NOT touch or attempt to move any suspicious object
- Scan area for other suspicious objects
- Do NOT use cellular phone near object
- Immediately leave the area
- Report information to your school administrator
- If safe to do so, advise others to avoid the area
- Listen to instructions of emergency personnel

MISSING STUDENT

- Verify student attendance or missing status
- Notify school administrator
- Overhead announce for student to report to main office
- Call 911
- Establish perimeter confinement of school grounds
- Conduct a rapid ground search by school staff
- Determine who last saw missing student and try to protect location from contamination
- Have physical/clothing description and photo available for first responders

EARTHQUAKE

- If inside, stand in a doorway or under sturdy furniture
- Avoid windows, hanging objects or tall furniture which can topple over
- Stay where you are until shaking stops
- When shaking stops, evacuate building. Do NOT use elevators
- If outside, move to a clear area away from trees, poles or buildings

MEDICAL EMERGENCY

- Immediately call 9-1-1
- Notify school nurse
- Do not attempt to move injured person(s)
- Provide as much information as possible to operator
- Follow instructions of the 9-1-1 operator
- Provide the care you are competent or trained to provide
- Stay with the victim until assistance arrives

POWER OUTAGE

- Be aware of downed electrical wires
- Follow instructions of your school administrator or emergency personnel
- Unplug any voltage sensitive equipment
- If instructed to evacuate, move cautiously towards illuminated exit signs
- Do not use elevators

SUSPICIOUS ACTIVITY

- If you witness a suspicious person or activity, immediately call your school administrator or dial 9-1-1
- Provide as much detail as possible (location, description)
- Do not confront anyone
- Maintain a safe distance from individual(s)

VERMONT AGENCY OF EDUCATION DEPARTMENT OF PUBLIC SAFETY

VIOLENT INTRUDER ACTIVE SHOOTER

- Quickly assess the situation and immediately inform others of the threat
- Determine your response actions
- If the school is placed in "lockdown" find a safe place to hide
- Once in a safe location and only if safe to do so, contact 9-1-1 and follow instructions
- If in a "lockdown" do not leave your position until emergency personnel or your school administrator gives the all clear
- Depending on the situation and the location of the threat, consider evacuating the building

FIRE / FIRE ALARM

- If you hear the fire alarm, leave the building immediately
- If you see or smell smoke, pull the fire alarm as you exit the building
- If school is in "lockdown" assess the situation to determine fire hazard before evacuating
- Do NOT re-enter the building until advised by emergency responders or your school administrator

WEATHER EMERGENCY

- If outside, seek shelter immediately
- Be aware of downed wires and falling objects
- Close doors and windows
- Avoid being next to windows as much as possible
- Stay inside until storm has passed
- Follow instructions of security or other school officials

IN AN EMERGENCY
WHEN YOU HEAR IT. DO IT.

LOCKDOWN! LOCKS, LIGHTS, OUT OF SIGHT.

STUDENTS
Move away from sight
Maintain silence
Do not open the door

TEACHER
Lock interior doors
Turn out the lights
Move away from sight
Do not open the door
Maintain silence
Take attendance

LOCKOUT! SECURE THE PERIMETER.

STUDENTS
Return inside
Business as usual

TEACHER
Bring everyone indoors
Lock perimeter doors
Increase situational awareness
Business as usual
Take attendance

EVACUATE! TO ANNOUNCED LOCATION.

STUDENTS
Bring your phone
Leave your stuff behind
Follow instructions

TEACHER
Lead evacuation to location
Take attendance
Notify if missing, extra or injured students

SHELTER! HAZARD AND SAFETY STRATEGY.

STUDENTS

Hazard	Safety Strategy
Tornado	Evacuate to shelter area
Hazmat	Seal the room
Earthquake	Drop, cover and hold
Tsunami	Get to high ground

TEACHER
Lead safety strategy
Take attendance

K12 STANDARD™ RESPONSE PROTOCOL

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Vermont Agency of Education &
Department of Public Safety

2016 - 2017

School Safety Training and Awareness Calendar

August 2016

School In-Service Training
(Review School's Emergency Operations Plan and Standard Response Protocols)

i love u guys FOUNDATION

September 2016

National Preparedness Month
(Fire Egress/Evacuation and Lockdown Drills)

October 2016

Fire Prevention and School Bus Safety Awareness
(school bus safety table top exercise delivered via Agency of Education Weekly Field Memo/ACE web-site)

November 2016

Winter Weather Awareness, Bomb Threat/Suspicious Package Awareness
(review/revise local winter weather/bomb threat/suspicious package plans, table top exercise delivered via ACE Weekly Field Memo/ACE web-site)

December 2016

School Relocation Awareness
(review/revise local plans and relocation top exercise delivered via Agency of Education Weekly Field Memo/ACE web-site)

January 2017

Family Reunification Awareness
(review/revise local plans and reunification table top exercise delivered via Agency of Education Weekly Field Memo/ACE web-site)

February 2017

Threat Assessment Awareness
(review/revise local plans and threat assessment table top exercise delivered via Agency of Education Weekly Field Memo/ACE web-site)

March 2017

Intruder Awareness
(review/revise local plans and threat assessment table top exercise delivered via Agency of Education Weekly Field Memo/ACE web-site)

April 2017

Missing Student Awareness
(review/revise local plans and missing student table top exercise delivered via Agency of Education Weekly Field Memo/ACE web-site)

May 2017

Media Communications And Mass Notification Awareness
(review/revise local plans and media communications/mass notification table top exercise delivered via Agency of Education Weekly Field Memo/ACE web-site)

June 2017

Multiple Casualty Incident Awareness
(review/revise local plans and media communications/mass notification table top exercise delivered via Agency of Education Weekly Field Memo/ACE web-site)

July 2017

Local First Responder Coordination
(review and revise all school emergency operations plans and procedures with local first response organizations)
Fire, Police, EMS