

# 2023 Back to School Reminders

August 2023



To: Superintendents, Principals and School Crisis Planning Team Members


From: Robert L. Evans (Vermont School Safety Liaison Officer), Sunni Eriksen (VEM)

*RE: School Safety Reminders for the Coming Academic Year*

As you busily plan for the arrival of your faculty, staff and students, we'd like to offer this checklist of suggested training items that you may want to consider adding to your regularly scheduled faculty/staff training sessions prior to the start of the coming school year.

- Inform all faculty/staff of your school's access control and visitor management policies/procedures.
- Inform all faculty/staff of your school's evacuation locations and routes to these locations.
- Inform all faculty/staff of their individual roles and responsibilities during a critical incident at your school.
- Inform all faculty, staff and students of the actions to take during the following: Lockdown, Hold Secure, Shelter in Place, Evacuate. ([I love you guys.org](http://Iloveyouguys.org))
- Inform all faculty/staff of your school's behavioral threat assessment process and how to report concerning behaviors that may have a negative impact on your school.
- Inform all faculty/staff of how school leaders will communicate with them during an emergency at your school.
- Train all appropriate staff members in First Aid/CPR and in the use of an AED (Automated External Defibrillator), if appropriate.
- Consider informing parents of your school safety initiatives and how you intend to communicate with them before, during and after a critical incident at your school.
- Remind faculty/staff of the mental health resources available to them and how they can access these resources after experiencing a critical incident at your school.
- Ensure all faculty staff, and students are aware of Vermont's School Safety Tipline. ([safe4vt.org](http://safe4vt.org)).
- Reinforce the importance of the [See Something/Say Something](#) campaign.
- Invite your local emergency first response organizations to observe or participate in an upcoming school safety drill or exercise.

**For more school safety planning, training or exercise needs, please visit the Vermont School Safety Center's website at: <https://schoolsafety.vermont.gov/>.**

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