



August 2022

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 of who has the authority to call the school into a lockdown (recommendation - all faculty/staff should have the authority/obligation to call the school into a lockdown if they feel that action is warranted).
- Inform all faculty/staff what their roles and responsibilities are if your school is called into: Hold, Secure, Lockdown, Evacuate, Shelter. <https://iloveguys.org/The-Standard-Response-Protocol.html>.
- 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.
- 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.

- 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.
- Inform parents/guardians on how you plan to communicate with them during an emergency and what they should/should not do during a critical incident.
<https://schoolsafety.vermont.gov/sites/ssc/files/School%20Emergency%20Information%20Guide%20for%20Parents%20and%20Guardians.pdf>.
- During the Fall, consider conducting a Table Top Exercise with local first responders to test and evaluate emergency operations plans, policies and procedures.
- Test and evaluate the effectiveness of all physical security technology (security cameras, access control/visitor management systems, panic/duress alarms, emergency strobes, door prop alarms, etc.).

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

Please follow us on Twitter at @VTED_Safeschools

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