

As accepted at 11/8/16 meeting

Vermont School Crisis Planning Team Meeting
Department of Public Safety
Waterbury, VT
October 11, 2016 1PM

Meeting Notes

Attendees:

Bob Costantino, Agency of Human Services
Charlotte McCorkel, Howard Center representing
Department of Mental Health
Emily Harris, Emergency Management and
Homeland Security
Leo Nadeau, Public Representative
Mark Moody, Vermont School Boards Insurance
Trust
Pat McManamon, Department of Motor Vehicles
Tim Cloutre, Vermont State Police
Tony Facos, VT Chiefs of Police

William Brown, Division of Fire Safety
Winton Goodrich, VT Superintendent
Association

Dan Lavilette, American Red Cross (on phone)
Sharon Lee Trefry (on phone)
Steve Earley, Chair (on phone)
Suzanne Gruending, Vermont Principals
Association (on phone)
Barbara Bloom, School Counselor Association
(unofficial representative)

Review and Approve Minutes of September 13 Meeting – Emily Harris, Vice Chair

Corrections:

- Charlotte McCorkel should be listed as from the Howard Center, representing Department of Mental Health.
- On page 3 under Home Visit Template: “Guidance Counselor” should be changed to “School Counselor”
- On page 2 under Future Meeting Coordination/Process, a bullet point for “Bringing any concerns or issues from their agencies to the VSCPT for discussion and/or planning.” Should be added to the member’s responsibilities.

With these corrections, Pat McManamon made a motion to accept the meeting minutes. Leo Nadeau seconded the motion. The team unanimously voted to accept the meeting minutes.

Review of School Crisis Planning Team 2016-2017 Initiatives Survey –Emily Harris, Vice Chair

With 10 responses to the survey, the team ranked its initiatives for the next year:

1. SU/District School Safety Planning Template
 - a. Using the OSSU planning template as a base, this working group will modify it to be applicable to all Supervisory Unions.
 - b. Decision: A small working group of Emily, Rob, Win & Suzanne will begin working on this document.
2. School Safety Conference & Other Stakeholder Conferences
 - a. School Safety Conference is already underway.
 - b. If your agencies know of other stakeholder conference that could benefit from a School Safety presentation, please let Emily or Rob know.
 - c. Emily and Rob will be presenting at the Vermont Emergency Preparedness Conference on Saturday, November 5th. During this session, they will be showing “The Coming Storm” and discussing school safety initiatives with first responders.
3. Reunification and the role of the American Red Cross
 - a. Bob Costantino and Leo Nadeau would like to participate in any working group created

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- to address this topic.
- b. Decision: Dan Lavilette will invite Kristen Binau to the November VSCPT meeting. She will discuss what a statewide reunification plan could look like, and how long it would take to develop.
4. School Safety Video Development
 - a. All members of the VSCPT would be expected to participate in video development.
 - b. Rob is going to get the software from Greg Marino, Emily will assist Rob with using the software.
 - c. Leo noted that the video should say that parents shouldn't show up at the schools during an emergency and include some conversation about Run, Hide, Fight.
 - d. Full discussion about video development will occur at the January VSCPT meeting, after the Safety Conference.
 5. Supervisory Union and Local Emergency Planning Committee visits
 - a. These visits have already started. Emily and Rob recently gave a presentation at LEPC 9 in St. Johnsbury and will be meeting with Essex Town next week.
 - b. If folks know of SUs or LEPCs that could benefit from a presentation, please let Emily or Rob know. If you have personal contact with the SU or LEPC, consider presenting with Emily or Rob.
 - c. Tony requested that Rob & Emily give a presentation at LEPC 5 (Washington County). Emily will contact Laura Ranker to get on the agenda.
 - d. The LEPC presentation are being posted on the School Safety Center calendar (<http://schoolsafety.vermont.gov/calendar>)
 6. Home Visit Template
 - a. Decision: A working group, led by Charlotte, will come up with a draft template that will be presented to the group in January. Additional members of this group are Sharon Lee, Tony Facos, Gary Gordon
 7. Heroin and Narcan guidance
 - a. This is about two different things – people who come into contact with the product (like a teacher picking up a bag) and life safety.
 - b. There are currently lots of unknowns about this topic, including the appropriate Personal Protective Equipment, and the VSCPT's involvement in this topic. Folks on the team need to consider this further before making decisions about who would be on the working group and how long it would take to complete.
 - c. Decision: This will be renamed to "Opiate Crisis Guidance"
 - d. Decision: This topic will be discussed at the November VSCPT meeting.
 8. Staff Skills Survey
 - a. This skills survey should be inclusive of training and event participation.
 - b. Decision: This topic will be discussed at the November VSCPT meeting.
Post meeting follow up: Sharonlee shared the Staff Skills Inventory and Survey template (http://healthvermont.gov/local/school/documents/SP12_emergency_preparedness.pdf)

Initial findings from the 2016 School Safety Survey –Emily Harris, Vice Chair

- This survey was opened on 10/10 and will close on 10/24.
- As of 12:30pm on 10/11, there were already 44 responses.
- The results of this survey may drive some of the topics that this group focuses their attention on.
- Currently, the survey is requesting exercises for bomb threats and hazardous odors in the

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building, as well as trainings for unknown odors in the building, hazardous spills and active shooter.

- From his assessment work with schools, Mark believes that front desk security is also a needed training.
- Once the survey closes, Emily will send out general results to the group.
- For school security reasons, the results of this survey will be discussed in the executive session at the next school safety meeting.

2016 School Safety Conference –Emily Harris, Vice Chair

- Registration information was recently sent out from the Agency of Education.
- This is the same training that was offered last year.
- There is concern that people who attended last year's training may not realize that this is the same training. Win recommends that this information be highlighted in the advertisements.
- The Coming Storm was shown during lunch last year – this group would like to make sure that happens again this year.
- Tony is in the process of getting more copies of The Coming Storm. He will send them over to Rob once he receives them, and provide dissemination information.

Post meeting follow-up: The expectation for VSCPT is that most members will not be attending this conference. If a few members of the VSCPT would like to show up for a morning meet/greet, that might be nice – contact Rob if you are interested. AOE is no longer able to waive the registration fee for VSCPT members - anyone wishing to attend the full conference needs to register.

New business

- Charlotte will send Emily information about the Team 2 project, a partnership between the Department of Mental Health and Department of Public Safety, which will be added to the School Safety Center website.
- The Team 2 project will be discussed at the January VSCPT meeting.
- All agendas should include Introductions as the first item.
- On November 12th, the School Counselor Association will be meeting an officially appointing their representative on this team.
- Emily will ask Mary Ellen Mendl if she can discuss the VT Crisis Text Line at the November meeting.
- The team would like to send a letter of condolence to Harwood Union High School and Kimball Union Academy for the tragic incident that occurred this past weekend.
 - Harwood Union: Co-Principals Amy Rex and Lisa Atwood, CC Superintendent Brigid Nease.
 - In a few months, we should reach out to Harwood to discuss how drills might work with the mental health concerns arising from this incident.
 - Further down the road, we should consider reaching out to the school to do an After Action Conference to discuss what things went well and what things should be improved upon.

Next meeting date

The next meeting will be held at 1pm on Tuesday, November 8th in the State Emergency Operations Center in Waterbury. It was noted that this is election day.

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Parking Lot:

VT Crisis Text Line

American Red Cross MCI course