

Vermont School Crisis Planning Team Meeting
Department of Public Safety
Waterbury, VT
September 13, 2016
VSCPT Meeting 1:00 PM

Meeting Notes

Attendees:

Bob Costantino, Agency of Human Services
Charlotte McCorkel, Howard Center representing
Department of Mental Health
Dan Batsie, Vermont Department of Health -
EMS
Emily Harris, Emergency Management and
Homeland Security
Leo Nadeau, Public Representative
Mark Moody, Vermont School Boards Insurance
Trust
Mary Ellen Mendl, Vermont 211
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

Dan Lavilette, American Red Cross (on phone)
Suzanne Gruendling, Vermont Principals
Association (on phone)
Barbara Bloom, School Counselor Association
(unofficial representative)

Introductions/Welcome – *Steve Earley, Chair*

The Agency of Education and Department of Public Safety have formalized their school safety partnership through the Vermont School Safety Center. This School Safety Center has overall responsibility for school safety statewide and will have a website for all Vermont school safety information.

The Agency of Education and Department of Public Safety have officially recognized the Vermont School Crisis Planning Team. This recognition means that the team will function in a more formal way.

Meeting notices will be posted on the Secretary of State's website and meeting notes will be available on the School Safety Center website.

Review of summer school crisis planning initiatives – *Rob Evans & Emily Harris, Vice Chairs*

- School crisis planning documents/guidance
The summer packet was sent to schools at the end of August. This packet contained:
 - School Egress (evacuation) & Lockdown Drills memo
 - School Crisis Planning Guidance memo
 - Emergency Response Action Guide (with Standard Response Protocols)
 - 2016-2017 School Safety and Awareness Calendar
- Vermont School Safety Center Website
This will be the one stop location for School Safety Information. It will contain information on planning, training, exercising and additional school safety resources.
 - Team members names and email addresses will be posted on this website, as well as phone numbers for Steve, Rob & Emily.
- What If Wednesday
Twice a month, schools will be sent a brief survey called "What if Wednesday" asking them to answer a question about school safety. The first survey was sent out last week and focused on actions schools should take during a severe thunderstorm warning. As these go out, Rob will

also send them to the Vermont School Crisis Planning Team.

Post meeting update: 24 SU's/Districts that have participated in the first "What if Wednesday". Chittenden Central Supervisory Union and Addison-Rutland had the highest level of participation, each with 9 people responding.

- Incident Command Training
During the summer, 50-60 school administrators received ICS 200 training.
 - Suzanne received feedback that this training is valuable for more than emergencies, but can be utilized for general system thinking. During this school year, its best to have schools focus on getting trained in ICS 100.
 - Mark noted that during his 30 VISBIT school visits, schools overwhelmingly wanted to participate in ICS training.
- REMS EOP Development training
Over 100 folks took either the 8-hour Train-the-Trainer course or 4-hour Train-the-Educator course in how to develop an Emergency Operations Plan.
- 911 survey
There has been a concern that some school phones were not set up to relay accurate address information to 911 in an emergency. 911 and AOE conducted a survey this summer and will be working with schools to strengthen identified areas of improvement.

Future meeting coordination/process – *Steve Earley, Chair*

- Individuals on the team are formally representing specific agencies. These representatives are responsible for:
 - Relaying agency information to the group
 - Ensuring that their agency knows what was discussed and agreed on at the meeting.
 - Bringing any concerns or issues from their agencies to the VSCPT for discussion and/or planning.
- When decisions need to be reached, they will require only a majority agreement – we will no longer rely on consensus.
- Members will stay on topic and will not speak multiple times on the same subject unless all members have had a chance to speak.
- When there is a question about process, the group will utilize Roberts Rules of Order.

Identification of future team initiatives – *Steve Earley, Chair, and Rob Evans & Emily Harris, Vice Chairs*

The Vermont School Crisis Planning Team has a lot of potential initiatives that they could focus their attention on for the 2016-2017 school year. Team members will be sent a survey allowing them to prioritize items on the list below.

- School Safety Video Development: Like Williston Schools, develop a short video of clips highlighting best practices in school safety. (video shown to team during meeting)
- SU/District School Safety Planning Template: Like Orleans Southwest Supervisory Union, develop a generic Annual Plan & Checklists which can be used by Supervisory Unions and School Districts to plan out the school safety initiatives throughout the year. (template shown to team during meeting)
- School Safety Conference and other stakeholder conferences: VISBIT has generously contributed \$5000 again towards the school safety conference. It looks like we might be able to do it at Vermont Tech, and we would have a capacity of 150. This would have the same agenda

Notes approved: 10/11/16

as last year (Threat Assessment) so individuals who attended last year would not be expected to attend this year.

Post meeting update: The date of this training is tentatively set for December 8th.

- Home Visit template: School Counselors and School Administrators sometimes need to visit homes and we don't currently have a guidance document for things they should think about. These visits are typically random and unplanned in nature. This document would include guiding principles for conducting home visits, including a checklist (are there weapons? did you tell someone you were going?)
 - Mark believes something like this might already exist through Mary Moulton.
- Supervisory Union and Local Emergency Planning Committee visits: Rob & Emily, along with members of the VSCPT, visit SUs and LEPCs around the state to provide them with information about school safety planning. Emily & Rob have already done some of these visits and they've been very successful.
- Staff Skills Survey: Add a document to the School Crisis Guide to help schools identify skills that their staff could utilize during an emergency (CPR certification, EMT, Ham radio operator, etc)
- Heroin and Narcan guidance: Add a document to the School Crisis Guide with awareness information on Heroin, Narcan, and sharps disposal. This was discussed at the Health Department Senior Advisory Committee meeting, and Emily received a call from a school asking for it.
- Reunification and the role of the American Red Cross: Create a statewide plan for reunification, including the role of the American Red Cross (mental health support, spiritual care volunteers, staffing family assistance centers, supporting vigils, mobile response vehicles, etc). This issue has been lingering for years and a statewide approach might help.

Additionally, the Agency of Education has approved a school safety survey

https://www.surveymonkey.com/r/Preview/?sm=Dnf0Brk2yOy5ILT6rX3KW5RjyRYtYiQHRSqOb00RO6q6Gd27ZW7vxtfCUkN3rpVZLqZDEjHzjvppaUQIKFUMXSQaRldY1pNYRVA_2Fp44Cxj4_3D

which will go out to schools to assess potential issues that the School Crisis Planning Team could address. The last time a survey like this was conducted was 2 years ago.

Future meeting discussions

- At least until after the conference, the Vermont School Crisis Planning Team will meet monthly on the second Tuesday.

New business

- New text crisis website might be up and running by then (Charlotte and Mary Ellen)
- When we consider our focus for the next year, its important to remember that the Essex community is still affected by the school shooting that occurred 10 years ago. Mental health resources are important.

Next meeting date

The next meeting will be held at 1pm on Tuesday, October 11th in the State Emergency Operations Center in Waterbury.