



219 North Main Street, Suite 402, Barre, VT 05641
(p) 802-479-1030 | (f) 802-479-1835

MEMORANDUM

TO: Superintendents, Principals, and School Crisis Planning Team Members
FROM: Rebecca Holcombe, Secretary of Education
Keith Flynn, Commissioner of Public Safety
COPY: Rob Evans, School Security Liaison
SUBJECT: State Board Rules Regarding "Student Safety"
DATE: May 2016

As we continue to pursue the most up to date and cutting edge practices related to student safety, we wanted to share with you our suggested best practices for local implementation of the State Board's Rule 4100 series regarding student safety.

As you know, Vermont has been exploring different methodologies that schools across the country are adopting to enhance their crisis response capabilities. The Vermont School Crisis Planning Team and Rob Evans, our School Security Liaison Officer, have been researching a variety of safety protocols that are currently being used in our schools.

We hope that you will utilize the enclosed as necessary to ensure your local implementation of the State Board's rules are aligned with the current best practices.

If you have any concerns or questions, please free to contact our school security liaison officer, Mr. Rob Evans at revans@margolishealy.com.



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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.