



## MEMORANDUM

TO: Superintendents, Principals, Independent School Headmasters, School Crisis Planning Team Members, Business Managers

FROM: Rebecca Holcombe, Ed.D., Secretary of Education  
Thomas D. Anderson, Commissioner of Public Safety

COPY: Vermont Superintendents Association, Vermont Principals' Association, Vermont School Board Insurance Trust, Vermont School Boards Association, Vermont-National Education Association, Rob Evans, Emily Harris

SUBJECT: School Safety Site Assessments

DATE: March 5, 2018

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In the wake of the horrific school shooting in Parkland, Florida and recent threats against schools in Vermont, Governor Scott has renewed his commitment to working with all Vermont schools to ensure we have as comprehensive approach as possible to reducing the risk of violence in our communities and schools. To this end, Governor Scott has directed the Department of Public Safety to coordinate with all of Vermont's K-12 schools in conducting school safety site assessments. Recognizing the tremendous amount of work that has been done to ensure our schools are providing a safe, open and welcoming environment, these assessments will assist the [Vermont School Safety Center](#) (VSSC) in gathering the most recent data on current school emergency preparedness planning, training, policies, security systems and school safety practices that are being used in school across Vermont.<sup>1</sup> The data collected will assist the VSSC, our school safety partners, communities and school boards in identifying common school emergency preparedness gaps and areas to focus future planning, training, exercise, and equipment initiatives.

During the month of March, state, county or local law enforcement will be contacting the Principal or Head of School of all Vermont schools to determine an appropriate time to meet a school point of contact who can assist in completing these assessments. The school point of contact should be fully familiar with the school safety plans, trainings, exercises and equipment currently in use at the school. We anticipate that these assessments would take 30-45 minutes at each school and that all assessments will be completed by March 30, 2018.

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<sup>1</sup> Because these assessments are intended to gather the most recent data on current school emergency preparedness planning, training, policies, security systems and school safety practices, they are exempt from disclosure under the Public Records Act. *See* 1 V.S.A. §§ 317(c)(25) and 317(c)(32).

The VSSC is providing the attached documents on school emergency preparedness best practices for your review and use. These documents have been developed and distributed to schools across Vermont by the VSSC in partnership with the Vermont School Crisis Planning Team and provide some very useful school tools and guidance on emergency preparedness. These documents and other school safety resources can also be found on the [Vermont School Safety Center's](#) website.

On behalf of the Governor, we want to thank you in advance for your assistance and cooperation on this critical and timely effort to keep Vermont the safest and healthiest state in America.

If you have any questions about these assessments, please contact:

Rob Evans, Vermont School Safety Liaison Officer - [revans@margolishealy.com](mailto:revans@margolishealy.com)

Emily Harris, Vermont Emergency Management at - [emily.harris@vermont.gov](mailto:emily.harris@vermont.gov)