

Security Safety Audit Site Visit and Resulting Report

The following information outlines expectations for **VSBIT Security Safety Audit Site Visits, conducted by Secure Your Building Consulting LLC**, for each of the school buildings in your SU/SD. Please pass this email on to your principals and to designated administrators for use in understanding and setting up *Security Safety Audit* site visits.

Note: 2015 or older site visits and reports that were conducted in your SU/SD are out of date.

New reports from current site visits will generate up-to-date *Security Safety Audit Reports* that are designed for long term crisis response planning. The reports will outline security safety issues at each specific school building and will contain options and suggestions for future security safety planning. The reports are editable for future updates made by principals and/or designated administrative point persons. Planning documents will be explained during the site visits and will be included in the email containing your final reports. **(Revisits that are shorter in duration can be scheduled when a school has few areas of change from the original full-site visit, and/or administrators wish to address new concerns or have questions about potential security/safety related grant request items).**

Note: The generated reports should remain **confidential** to designated administrative personnel as the reports will be intelligence documents concerning each specific school. It is suggested that if the reports are discussed with School Boards for support in funding improvements, etc., the session should be a closed session not open to the public, and copies of the report should not be dispersed.

These reports are linked to the VSBIT Multi-Line grant process. I would request each principal have a bullet list of potential security safety needs for each of their specific buildings (at their campus) that we can discuss. I will add the bullet list items to my reports for the VSBIT grant approval process. Up to \$10,000 VSBIT safety grant monies earmarked toward each SU or SD renews each year on July 1. These grants are available to Multi-Line customers and are subject to review by VSBIT professionals.

I would request that each principal email me 2 or 3 optional dates so I may pick one date to conduct the *Security Safety Audit* at their specific campus. I will need one day for each separate campus and this would include a site visit to the Central Office building if not located at a school site. Site visit dates can be spread over time to meet your specific school's needs.



I will need approximately **2 hours with each principal at their building starting at 9:00 A.M.** and going to approximately **11:00 A.M.**

I will then need to meet **for approximately 2.5 to 3 hours** with the **Head of Maintenance or with the head custodian who has detailed knowledge concerning the plant functions of their specific school building/campus.**

The schedule outlined above allows my process to flow well, but I am always flexible if folks have to step away to handle immediate issues.

Note: When the same campus houses separate principals for separate educational programs, I usually conduct one site visit and one report is generated. The report would be sent to each principal and the designated administrative point person. Having both principals present during my site visit is best.

I am VSBIT's representative to the Vermont School Crisis Planning Team (VSCPT) and we are working hard at the state level to bring all up-to-date trainings and services to Vermont schools. Surveys and other documents sent to our schools from the VSCPT and AOE are complimented by our services at VSBIT. Our VSBIT services create a solid foundation to assist moving forward with future planning, trainings, and other security safety needs.

I'm looking forward to working with you and will be available to you through VSBIT as your Security Safety Consultant.

The Security Safety Audits and Mindset Training services are offered to VSBIT Multi-Line members at no cost.

For further information concerning a *Security Safety Audit* or the *Mindset Training* for security and safety, contact me or David Pickel at VSBIT through the information below:

David Pickel, Manager of Risk Services at VSBIT
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Sincerely,

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