

Secure Your Building Consulting LLC Services

As the owner of ***Secure Your Building Consulting***, I am VSBIT's representative to the Vermont School Crisis Planning Team (VSCPT). We are working hard at the state level to bring all up-to-date trainings and services to Vermont schools. Surveys, trainings, and planning documents provided to our schools through the VSCPT and AOE are complimented by the services from ***Secure Your Building Consulting LLC*** and VSBIT.

Secure Your Building Consulting LLC services create a solid foundation to assist your school in moving forward with future planning, trainings, and other security safety needs.

All of the ***Secure Your Building Consulting LLC*** services, listed below, are offered to VSBIT Multi-Line members at no cost to the school through VSBIT. The following is a list of available services.

Security Safety Audit Site Visit, Revisit, Parking Lot/Driveway Safety Review, Mindset Training, and Resulting Reports

The following information outlines expectations for **Full School Security Safety Audit Site Visits, conducted by *Secure Your Building Consulting LLC*, through Vermont School Boards Insurance Trust** for each of your school locations/buildings. This information is intended for use in understanding and setting up Security Safety Audit site visits.

Note: Older site visits and reports that were conducted in the past by ***Secure Your Building Consulting LLC*** may need to be updated.

New 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 building and will contain options and suggestions for future security safety planning. The reports are editable for future updates made by designated administrative personnel. Planning documents will be explained during the site visits and will be included in the email containing your final reports.

Note: The generated reports should remain **confidential** to designated administrative personnel as the reports will be intelligence documents concerning each specific building or site. 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.

The data from these reports could be used when applying for future VSBIT, State of Vermont, Federal, or other grant funding. I would request that each contact person have a bullet-list of potential security safety needs that we can discuss for each of their specific

buildings (at their campus). I will add the bullet-list items to my reports for your future use. I will need one day for each separate site/campus. Site visit dates can be spread over time to meet your specific needs. I would request that I receive two or three optional dates for each site Security Safety Audit.

For each **Full Security Safety Audit site visit**, I will need approximately **2 hours with each designated point person at their building, normally between 9:00 a.m. to 11:00 a.m. This time will be for the initial meeting for me to ask questions and consult with team members concerning security and safety issues.**

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 building/campus.

The schedule outlined above allows for 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 programs, I usually conduct one site visit and one report is generated. The report would be sent to the designated administrative point person. Having separate site managers from the same campus present at the initial meeting is best.

Revisit Security Safety Audit Site Visits

Notice: A **Revisit** is a follow-up school campus site visit. **Revisits** can be scheduled when a school has already had a full Security Safety Audit. Revisits happen when there are 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 issues. The reports generated from a revisit will be sent to the school contact person to be added as an addendum to the original Full Security Safety Audit report. **(Revisits follow the same process as a Full Security Safety Audit site visit and are shorter in duration).**

Parking Lot and Driveway Review Visits

Notice: **Parking Lot and Driveway Review visits** are specific to Security and Safety issues to these areas. Typical concerns deal with speeding, pedestrian traffic, bus and regular traffic flow and separation of traffic loop driveways. These visits require an initial meeting and then a walk around the exterior areas of concern. A follow-up report will be sent to the school contact person.

Mindset Training for Security and Safety

Mindset Training is a two-hour Power Point presentation. This training is offered before or after receiving your Security Safety Audit Report that follows a Security Safety Audit conducted through the VSBIT Multi-Line program.

Many schools have scheduled this training during the school year for morning or afternoon in-service time. A break in the middle of this training is often requested. This training is intended as either a single school or SU/SD training for faculty, staff, reception, school nursing staff, school counselors, maintenance staff, and administrators.

This training has been most beneficial as a single school community training that brings all staff and administrative personnel together concerning security and safety needs, goals, and understanding. Staff have remarked that this is a very helpful and non-threatening training.

This training addresses how All-Calls for threat situations blend with the latest options for All-Hazards and Options Based Response. This will include information concerning access control, security and safety by environmental design for classrooms and work areas, and security/safety education, prevention, and intervention. We will discuss preventing realistic threat issues, response options to those threats, and other related topics.

This presentation is designed as a hands-on facilitated training to assist your school community to come closer together in how security and safety is approached and understood at your school(s) and with your community partners. The training culminates with a "Sharing for Understanding" for any unclear issues. I will be there to facilitate and assist with these efforts.

I am looking forward to working with you and will be available to you upon request.

For further information concerning the above listed services, contact me through the information below or contact:

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Sincerely,
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