

## Virtual Safety Checklist

### Important Numbers

|                                    |              |
|------------------------------------|--------------|
| Ann Miller, Executive Assistant    | 802-261-7387 |
| Faith Yacubian, Executive Director | 802-261-7386 |

### Before Event

#### “x” Actions

|  |  |
|--|--|
|  | <b>Zoom Registration</b> – Require registration for documentation purposes   |
|  | <b>Breakout Rooms</b> – Create breakout rooms to offer healing space. Assign invitees a room but do not open rooms until it is needed  |
|  | <b>Accessibility</b> – If applicable, check ASL and other interpretation contacts are invited  |
|  | <b>Private Chat</b> – Remind the public that “private chat” is recorded on transcripts   |
|  | <b>Care Team</b> – Determine if a Care Team is needed and Protocol of Care Team (include a document with brief details about who they are)   |
|  | <b><a href="#">Victim Services Directory</a></b> – One-sheet of services   |
|  | <b>Apply Individual Personal Safety Plan and Follow-Up</b> – If possible, send an email in advance that requests safety needs. See Appendix 1. Draft – Individual Safety Plan Purpose (Michele Olvera, Esq.) |

### At Event

#### “x” Actions

|  |  |
|--|--|
|  | <b>Pledge and/or Agreement</b> – State VTRC standards of conduct and culture of humility   |
|  | <b>Breach of Civility</b> – Share actions that will be taken to reduce harm, including warnings and removal  |
|  | <b>Introduce Care Team Members and Role</b> – Explain their function and how you can reach them during the event.  |
|  | <b>Breakout Rooms</b> – Explain use of breakout rooms and when they will be used, such as when a violation of our agreement has occurred and assessing harm and creating healing space are important |

|  |  |
|--|--|
|  | <b>Accessibility</b> – If applicable, discuss how to access ASL and other interpreters on Zoom   |
|  | <p><b>Communication</b> – Use plain language to reduce confusion/misunderstanding. Avoid command statements</p> <ul style="list-style-type: none"> <li>• Ex: “Keep both feet on the floor while doing this breathing exercise,” can be written, “If it’s more comfortable, you can keep both feet on the floor while doing this breathing exercise.”) - <a href="#">National Center on Domestic Violence, Trauma &amp; Mental Health - Writing Guide</a></li> <li>• Ex: “FAILURE to respond by ...” feels intimidating, but “You have the right to request or disagree with the determination....”” <a href="#">Victims of Crime Act (VOCA) - Tip Sheet</a></li> </ul> |

## After Event

### “x”                      Actions

|  |   |
|--|---|
|  | <b>Debrief</b> (if applicable) – Check-in with Presenters, Interpreters and Impacted Communities  |
|  | <b>Send Survey</b> – Ask participants to fill-out survey (make available in hardcopy and electronical formats) to assist with improving events. |

## Helpful Resource

- Outright VT [LGBTQ+ Youth Support and Empowerment – Outright Vermont \(outrightvt.org\)](https://outrightvt.org)
- Kristen Cameron, MPA, Vermont Department of Health; [HealthVermont.gov](https://HealthVermont.gov)
- [Trauma-informed Design Resources](#)
- [Vermont Victim Service Directory](#)

## In-Person Safety Checklist

### Important Numbers:

|                                    |              |
|------------------------------------|--------------|
| Ann Miller, Executive Assistant    | 802-261-7387 |
| Faith Yacubian, Executive Director | 802-261-7386 |

### Before Event

**“x”                      Actions**

|  |  |
|--|--|
|  | <b>Zoom Registration</b> – Require registration for documentation purposes   |
|  | <b>Accessibility</b> – If applicable, check that ASL and other interpretation contacts are invited.  |
|  | <b>Private Chat</b> – Remind the public that “private chat” is recorded on transcripts.  |
|  | <b>Hire Chocolate Thunder as Safety Personnel</b> – Follow contracts/agreements  |
|  | <b>Care Team</b> – Determine if a Care Team is needed and Protocol of Care Team (if needed, create a document that describes some details about them and make it available at event).                        |
|  | <a href="#"><b>Victim Services Directory</b></a> – One-sheet of services   |
|  | <b>Head-Sets</b> – Purchase heads-sets for <u>Event Team</u> and provide protocol/use one-sheet  |
|  | <b>Protocol for Imminent Threat</b> – Apply Protocol, for example: moving to virtual platform.   |
|  | <b>Check First Aid Kits</b> – Purchase more supplies if inventory is low.  |
|  | <b>Extreme Weather Conditions</b> – Assess safety and, if necessary, implement Protocol for Imminent Threat.   |
|  | <b>Apply Individual Personal Safety Plan and Follow-Up</b> – If possible, send an email in advance that requests safety needs. See Appendix 1. Draft – Individual Safety Plan Purpose (Michele Olvera, Esq.) |

## At Event

| “x” | Actions  |
|-----|--|
|     | <b>Pledge and/or Agreement</b> – State VTRC standards of conduct and culture of humility   |
|     | <b>Breach of Civility</b> – Share actions that will be taken to reduce harm, including warnings and removal  |
|     | <b>Introduce Care Team Members and Role</b> – Explain their function and how you can reach them during the event   |
|     | <b>Lock Doors (if appropriate and does not limit egress)</b> - To reduce non-invitees from causing safety threats  |
|     | <b>Position Safety Personnel at Entrances/Exits and Inside Main Room</b>   |
|     | <b>Accessibility</b> – If applicable, discuss how to access ASL and other interpreters on Zoom   |
|     | <p><b>Communication</b> – Use plain language to reduce confusion/misunderstanding. Avoid command statements</p> <ul style="list-style-type: none"> <li>• Ex: “Keep both feet on the floor while doing this breathing exercise,” can be written, “If it’s more comfortable, you can keep both feet on the floor while doing this breathing exercise.”) - <u>National Center on Domestic Violence, Trauma &amp; Mental Health - Writing Guide</u></li> <li>• Ex: “FAILURE to respond by ...” feels intimidating, but “You have the right to request or disagree with the determination....”” <u>Victims of Crime Act (VOCA) - Tip Sheet</u></li> </ul> |

## After Event

| “x” | Actions   |
|-----|---|
|     | <b>Debrief</b> (if applicable) – Check-in with Presenters, Interpreters and Impacted Communities  |
|     | <b>Send Survey</b> – Ask participants to fill-out survey (make available in hardcopy and electronic formats) to assist with improving events. |

## Helpful Resource

- Outright VT [LGBTQ+ Youth Support and Empowerment – Outright Vermont \(outrightvt.org\)](https://outrightvt.org)
- Kristen Cameron, MPA, Vermont Department of Health; [HealthVermont.gov](https://healthvermont.gov)
- [Trauma-informed Design Resources](#)
- [Vermont Victim Service Directory](#)

## **Appendix 1. Draft – Individual Safety Plan Purpose (Michele, Olvera, Esq.)**

An individualized safety plan for our purposes is a unique plan that addresses whatever that individual is contending with or might need to contend with if they participate in any public forum or other event with the Commission. The first step is for the person to identify the risk and also what they have as a goal related to their participation in the event. It's important for them to guide the plan. For example, if there is an individual that may attend the event that they do not want to have any opportunity to speak to them perhaps pre-planned seating will work or perhaps they need a dedicated person to watch the individual's location at all times. It is also possible we could prearrange with the individual who is the threat to follow a certain protocol. In other words, we can all brainstorm a solution but the person whose plan it is must be comfortable with it or else it is not a safety plan. There are many different reasons for a person to feel unsafe and we cannot name them or judge them. Too many for us to even try to name them all here. Our goal is for everyone to feel safe and free to participate in the Commission's event fully, peacefully, and freely.