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Justin Johnson, Secretary

## MEMOANDUM

**TO:** Extended Cabinet  
**FROM:** Justin Johnson, Secretary, Agency of Administration  
**DATE:** October 28, 2015  
**RE:** Workplace Safety Training

The safety and security of State Employee is of the utmost importance. To that end, I wanted to update you on security initiatives and resources available to employees.

### Physical Security

The BGS Security Division has been working with a security advisory team since this past May in an effort to establish consistent safety and security procedures in all owned and leased State Office buildings across Vermont. This team consists of members of the Agency of Human Services, Department of Health, and the Department of Buildings and General Services. In August 2015 the team adopted an Emergency Procedures template for State Offices to complete and update at least annually. The BGS Security Division has begun the process of assisting each of the 13 main multi-agency District Offices across the State with creating an Emergency Management Leadership team to oversee this process locally. This initiative will be implemented by October 2016 for all 13 major multi-agency State Offices. The Security Division is also coordinating the initial emergency procedures training introducing this initiative in each building, which will include local members of emergency management personnel from the Police Departments and Fire Departments. The St. Albans District Office was completed in September and we are currently working with both State facilities in Barre. An Emergency Procedures policy has been drafted and promulgated by the Security Division to support this initiative. In conjunction with the establishment of emergency procedures, the Security Division will also be conducting safety and security risk assessments of State facilities. These risk assessments will be completed by December 6, 2015.

### Training

The Departments of Public Safety and Human Resources have collaborated on developing a half-day training on the topic of workplace violence. The emphasis is on assessing threat, and helping people understand and improve their response options. Training sessions will be held in several locations throughout state government to allow access by as many employees as possible (schedule, below).

The session options for “**Workplace Safety: Assessing Risk**” are listed in the course catalog on the DHR Training website (CAPS) at <http://humanresources.vermont.gov/training/classroom/catalog>.

The training will also be made available on-line in a few weeks should employees not have access to the on-site version.

I hope you will strongly encourage your employees to attend a training session or view the on-line training.

**Training dates:**

11/06/15 8:30-12:00 & 1:00-4:30 Montpelier, Pavilion auditorium  
11/10/15 8:30-12:00 & 1:00-4:30 Springfield, Elks Club  
11/16/15 8:30-12:00 & 1:00-4:30 Rutland, Asa Bloomer Building  
11/30/15 8:30 – 12:00 & 1:00 – 4:30, Brattleboro, American Legion  
12/04/15 8:30-12:00 & 1:00-4:30 Williston, DVHA Conference Room  
12/08/15 8:30-12:00 & 1:00-4:30 Montpelier, Pavilion Auditorium  
12/18/15 8:30-12:00 & 1:00-4:30 Lyndonville, Vermont Correctional Academy  
12/28/15 8:30-12:00 & 1:00-4:30 Williston, DVHA Conference room

**Take care of yourself**

Recognizing your emotions, identifying needed support and acting on obtaining that support is a sign of strength and health. If you need support we encourage you to call the EAP (Employee Assistance Program) at 888-834-2830. A licensed counselor answers the line directly and will provide free, confidential support 24 hours per day/7 days per week. More information regarding the EAP may be found at: [http://humanresources.vermont.gov/salary/support/employee\\_assistance\\_program](http://humanresources.vermont.gov/salary/support/employee_assistance_program)