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*The VT HHB Procedures assign the task of announcing the initiation of an investigation and the completion of an investigation specifically to the Designated Employee. Those letters are therefore contained only in the DE’s Tool Kit. The procedures are silent about announcing a delay in initiating or completing an investigation, or announcing a Retaliation Investigation. Those letters are therefore contained both in the DE and the Investigator’s Tool Kits as it appears to be a task suited to their other responsibilities. However, a Building Administrator could also send those letters if that was the preference, given that the HHB Procedures again are silent as to who may fulfil that task.*

**Tab 1:** HHB Analysis Slides For Use at Assessment Stage

**Tab 2:** Staff/Student Conduct Forms – Building Administrator Version (October 2020)

**Tab 3:** Safety Plan