



<b>Policy:</b>	Traumatic/Critical Incidents	PROG-304
<b>Division:</b>	PROGRAMS	
<b>Cross Reference:</b>	<ul style="list-style-type: none"> <li>● PROG - 302 - Bomb Threats</li> <li>● PROG - 303 - Weapons</li> <li>● OPER - 601 - Secure Schools/School Lockdowns</li> </ul>	

## **ADMINISTRATIVE PROCEDURES/REGULATIONS**

1. The Student Support Services Sub-division in each region of the District shall ensure that a Regional Crisis Response Team is in place to support schools.
  - 1.1 The Student Support Services Sub-division will communicate the Regional Crisis Response Team members and their contact information to school principals. Team members shall include:
    - Senior Education Officer for the school
    - Senior Education Officer for Student Support Services
    - Program Specialist(s) for Student Support Services
    - Other staff, as deemed necessary
  - 1.2 The Senior Education Officer for Student Support Services in each region will communicate the Regional Crisis Response Team members to the Assistant Director of Programs.
2. The Principal shall ensure policy directives and these Administrative Procedures/Regulations are shared and discussed with staff as early as possible, but not later than October 15th in each school year.
  - 2.1 The Principal will ensure that staff members have an opportunity to review this policy and corresponding regulations at a staff meeting.
  - 2.2 The Principal will ensure that staff members are given the opportunity to seek clarification on their roles and responsibilities.

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2.3 The School Crisis Response Team shall be responsible for:

- Preparing and informing staff members on an annual basis about the School Crisis Response Plan;
- Annually reviewing the School Crisis Response Plan;
- Compiling a School Crisis Response Kit (see Regulation 6.1-School Crisis Response Kit);
- Ensuring the School Crisis Response Kit is updated and operational on an annual basis;
- Assessing the event, identifying the appropriate level of response, and implementing the School Crisis Response Plan;
- Coordinating efforts at the school level to deliver support to students and staff on a group or individual basis during and following a crisis;
- Contacting appropriate personnel and community resources for support;
- Respecting privacy and confidentiality as it pertains to sharing information of the crisis;
- Ensuring that all aspects of the response plan are deployed;
- Discussing and evaluating the crisis and planning any further actions;
- Leading a debriefing session with the school staff and students to address any personal, emotional or other concerns;
- Consulting with District staff with regards to debriefing for the team;
- Completing and submitting an incident report to the Senior Education Officer for the school;
- Forwarding a letter of recognition/appreciation to groups or individuals thanking them for their support and involvement during the crisis.

3. The Principal shall ensure the formation of a School Crisis Response Team as early as possible, but not later than October 15th in each school year.

3.1 The Principal shall ensure that a member of the Administration is on the School Crisis Response Team.

3.2 The Principal shall ensure that a staff member with current First Aid and CPR certification is a member of the School Crisis Response Team.

3.3 During the formation of the School Crisis Response Team, the Principal shall give careful consideration of the composition of the team. In addition to Administration, team members may include:

- Guidance Counsellor and/or Educational Psychologist;
- member(s) of the Safe and Caring Schools Committee; and
- other staff members.

4. The Principal shall ensure that a School Crisis Response Plan is in place and reviewed no later than October 15th each year.
  - 4.1 The Principal shall ensure all decisions and actions are taken in consultation with the School Crisis Response Team, where possible.
  - 4.2 The Principal shall inform all staff members of the crisis.
  - 4.3 The Principal shall, in consultation with the School Crisis Response Team, determine if additional District/community support is required.
  - 4.4 The Principal shall ensure that any other impacted schools are informed.
  - 4.5 The Principal shall ensure the School Crisis Response Plan is updated and communicated annually to staff and the School Council.
  - 4.6 The Principal shall ensure, following a traumatic/critical incident, that staff and students are informed of available supports.
  - 4.7 The Principal shall ensure, following a traumatic/critical incident, that staff have an opportunity to reflect on the response plan and revise if necessary.
  - 4.8 The Principal shall consult with the Director of Communications, prior to notifying the school community of a traumatic/critical incident.
5. In the event of a crisis, the Principal/designate will make contact with the Regional Crisis Response Team to engage support as deemed necessary by the School Crisis Response Team.
  - 5.1 The Principal shall ensure that the Senior Education Officer for the school is notified.
  - 5.2 The Senior Education Officer for the school will notify the Regional Senior Education Officer of Student Support Services, Regional Assistant Director of Programs, Director of Communications and Director of Education.
  - 5.3 The Regional Senior Education Officer of Student Support Services/designate will notify relevant Student Support Services staff.
6. The Principal shall ensure that a School Crisis Response Kit is established and equipped.

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6.1 The School Crisis Response Kit may include, but not be limited to, the following:

- School Emergency Telephone Tree with home and cell numbers for all staff;
- Emergency Contact List which may include District/regional personnel, emergency personnel, retired teachers, clergy, volunteers, substitutes, community support groups, local businesses, etc.;
- List of students, addresses and phone contacts;
- Master Schedule;
- School Floor Plan;
- First Aid Kit/List of staff with First Aid/CPR and other related training, e.g., Non-violent Crisis Intervention (CPI);
- Designated areas for counselling and/or supportive services for students and staff;
- Designated alternate site and accessibility plan in the event that the school needs to be evacuated;
- Information on responding to grief;
- List of students and staff with medical conditions and emergency response protocols;
- Other elements, as deemed appropriate.

7. The Principal shall be responsible for notifying the Senior Education Officer for the school who will, in turn, notify the Director of Education and other designated District personnel of the critical incident.

7.1 The Principal shall ensure an incident report is completed and forwarded to the Senior Education Officer for the school.