

# CRITICAL RESPONSE PLANS

## Background

The Division is committed to the maintenance of safe and caring school environments. A Critical Response Team must be established in each school for three (3) main purposes:

- Assessing threats of violence,
- Managing threats to the school, and
- Supporting students and staff through trauma crisis.

This administrative procedure is to be used in association with the Division's Critical Response Manual (Assessing and Managing School Threats). Principals and the Superintendent are responsible for the administration of this administrative procedure.

## Definitions

Safe: Untouched or not exposed to danger; secure from damage, harm or loss.

Caring: Watchful attention, concern, custody, diligence, direction; to be concerned with and attend to the needs of others.

Secure: Protected from unauthorized access.

Safe and Caring School: A safe and caring school is physically, emotionally and psychologically safe for students and staff. It is an environment wherein everyone is accorded respect and dignity, and their safety and well-being are paramount considerations.

The Division's Critical Response Teams provide both Threat Assessment and Crisis Response in their schools and are led by the Principal.

Threat/Risk Assessment Team: A team of key professionals (Principal, counsellors, police and others) trained in threat/risk assessment who are responsible for determining if the risk of homicide or serious violence to some target(s) are present.

Crisis Response Team: A team of counsellors and other helping professionals who work with school administration to provide crisis intervention counseling or debriefing services to individuals in schools impacted by a crisis or traumatic event.

Zero Tolerance for not Responding to Student Threat: The requirement of principals that every student threat receives a reasoned and timely staff response.

## Procedures

### 1. Responsibilities

#### 1.1 The Superintendent or designate shall:

- 1.1.1 Provide direction, support and staff development opportunities to schools in the development and implementation of Safe and Caring Schools programs and critical incident intervention/disaster plans.

#### 1.2 The Principal shall:

- 1.2.1 Be familiar with the Division's Critical Response Plan.

#### 1.2.2 Establish a trained school Critical Response Team to:

- 1.2.2.1 Assess threats of violence;
- 1.2.2.2 Manage threats to the school; and
- 1.2.2.3 Support students and staff through trauma crisis.

#### 1.2.3 Develop action plans in consultation with students, staff, parents, School Council and community resources that aligns with divisional Critical Response Procedures as outlined in the FSD Critical Response Manual to:

- 1.2.3.1 Ensure that every student threat receives a reasoned and timely staff response. There is zero tolerance for not responding to student threats;
- 1.2.3.2 Provide for management of crises and disasters affecting the school;
- 1.2.3.3 Clarify roles and responsibilities of students, staff, parents and community resources that support a safe and caring school;
- 1.2.3.4 Provide an information management and an internal/external communication protocol including annual due and fair notice of the school's plans to respond to all threats. (See Divisional Notice: Critical Response Binder – Section 2) Fair Notice should be given to students, staff, parents/guardians who may be impacted by the Violent Threat Risk Assessment (VTRA) or Comprehensive School Threat Assessment Guideline (CSTAG) practice.

#### 1.2.4 Utilize division documentation procedures to ensure that threat risk assessment documentation is directed to the Director of Inclusive Learning at District Office and appropriate documentation is placed in the student's file.

- 1.3 FSD staff shall:
  - 1.3.1 Establish learning environments wherein students feel physically, emotionally and psychologically safe and secure;
  - 1.3.2 Be respectful of students' human dignity;
  - 1.3.3 Seek to establish a positive professional relationship with students that is characterized by mutual respect, trust and harmony;
  - 1.3.4 Model beliefs, principles, values and intellectual characteristics outlined in provincial legislation and regulations, and guide students to do the same;
  - 1.3.5 Be familiar with and carry out the context of critical incident intervention/disaster plans as appropriate.
- 1.4 Ensure that threatening behaviour or suicide disclosures are reported to administration and the Family School Liaison Counselor.
- 1.5 Students shall conduct themselves so as to reasonably comply with Foothills School Division Policies and their School Code of Conduct.
- 1.6 Parents and School Council members are to:
  - 1.6.1 Advise, consult and support the Principal on matters related to a safe, caring and welcoming climate within the school.

## 2. Critical Incident Intervention Plans

- 2.1 Tragic Injury or Death Bereavement
  - 2.1.1 Schools will have an action plan with procedures and protocol aligned to the FSD Critical Response Manual to assist students and staff in dealing with significant crises or traumatic events that result in pain and loss including serious injury or death affecting members of the school community.
- 2.2 Bomb Threat
  - 2.2.1 Schools will have an action plan with procedures and protocol aligned to the FSD Critical Response Manual to deal with bomb threats made through the phone system, email, note or written message, graffiti, or verbally.
- 2.3 Intruder Threat
  - 2.3.1 Schools will have an action plan with procedures and protocol aligned to the FSD Critical Response Manual to deal with:
    - 2.3.1.1 Unauthorized or irate persons who pose a threat to students, staff or visitors in the school;
    - 2.3.1.2 An armed threat involving a dangerous or deadly weapon;
    - 2.3.1.3 A group of people threatening to disrupt school activities or cause personal or property damage.

## 2.4 Hostage/Abduction Threat

2.4.1 Schools will have an action plan with procedures and protocol aligned to the FSD Critical Response Manual to deal with:

2.4.1.1 An individual or group being forcibly taken against their will on Division property;

2.4.1.2 Unauthorized removal of a student, staff member or visitor from Division property (abduction).

## 2.5 Fire Threat

2.5.1 Schools will have an action plan with procedures and protocol aligned to the FSD Critical Response Manual to deal with the threat of fire.

## 3. Disaster Plans

### 3.1 Inclement Weather/Mechanical Failure

3.1.1 The Division will have a plan with procedures and protocol:

3.1.1.1 To close schools due to inclement weather and/or mechanical failure.

3.1.1.2 For communicating with parents regarding school closures.

### 3.2 Natural Disaster/Hazardous Materials Threat

3.2.1 The Division will have a plan with procedures and protocol to deal with natural disasters (flood, tornado, earthquake, etc.) or protection from hazardous materials which may affect one (1) or more schools or facilities of the Division;

3.2.2 Schools will establish an action plan with procedures and protocol consistent with the disaster plan of the Division.

## 4. Critical Response Manual

4.1 Schools are to be familiar with and regularly update the Critical Response Plans contained within this manual.

Reference: Relevant Legislation and Regulation