

Living Sky School Division No. 202

Administrative Procedure (AP) Manual



Procedure Name: School Crisis Response			
Procedure Type:	School Operations	Implementation Date:	NOV 10, 2010
Procedure Number:	4.17	Last Approval Date:	DEC 18, 2023
Procedure Owner:	Superintendent of Learning	Last Reviewed:	DEC 18, 2023
Legal Reference(s):	<i>The Education Act – Sections 175,109</i> <i>The Education Regulations – 29(12)</i>		

Background

Living Sky School Division shall strive to ensure that each student and staff member is provided with a safe environment. The division is committed to creating and maintaining an environment in schools where students, staff, parents and others feel safe. To this end, the division shall have a handbook with protocols for responding to immediate risks within a building, threatening student behaviours, and traumatic events.

Scope

This procedure pertains to all Living Sky School Division schools as well as Central Services.

Definitions

Crisis – a crisis is a specific, unexpected and nonroutine event or series of events that create high levels of uncertainty and simultaneously present an organization with both opportunities and threats to its high-priority goals (in many situations, health and safety of students and staff).

School Crisis Response Team – team formed at the school level that includes defined roles and responsibilities to address a crisis or traumatic event that occur in schools

Division Crisis Response Team – team formed at the division level that includes defined roles and responsibilities to address support a school in crisis or traumatic event.

Traumatic Events is defined as a death, anticipated death or trauma that impacts the school community.

Safe Schools Handbook- Comprehensive guide for crisis response and traumatic incident. Include roles and responsibilities, specific crisis situations and traumatic events, as well as plans for communication.

Violent Threat Risk Assessment (VTRA) - a trauma-informed threat assessment framework that aims to identify and intervene within potential pathways to violence. It provides the tools to identify, to develop the database, and to provide an assessment between someone who is talking about violence versus one who is actually becoming operational. The VTRA framework builds rapid communication between functional, multidisciplinary and multiagency teams to quickly assess threat levels and determine appropriate interventions

Roles and Responsibilities

As outlined in the *Safe Schools Handbook*

Procedures

1. The director or designate will ensure that the *Safe Schools Handbook* is updated annually.



2. The director or designate will ensure that principals and designated central service staff participate in crisis management training on a regular basis.
3. The director or designate shall:
 - a. create a Division Crisis Response Team;
 - b. schedule and practice crisis response;
 - c. maintain a focus on prevention and early intervention as well as crisis management;
 - d. review the *Safe Schools Handbook* annually with all central service staff;
 - e. ensure the *Safe Schools Handbook* is available to all central service staff, and
 - f. respond to crisis and traumatic events according to the *Safe Schools Handbook*.
4. The principal shall:
 - a. create a School Crisis Response Team;
 - b. schedule and practice crisis response;
 - c. maintain a focus on prevention and early intervention as well as crisis management;
 - d. review the *Safe Schools Handbook* annually with all school staff;
 - e. ensure the *Safe Schools Handbook* is available to all school staff;
 - f. complete the annual checklist in the *Safe Schools Handbook*, and
 - g. respond to crisis and traumatic events according to the *Safe Schools Handbook*.
5. School based personnel shall:
 - a. review the *Safe School Handbook* annually to identify their roles during critical incident response;
 - b. ensure that their role's playbook is located in a readily accessible location in their work area;
 - c. participate in scheduled crisis response practice sessions throughout the year, and
 - d. responds to threats and critical incidents utilizing framework established in *Safe Schools Handbook*
6. In the event that other emergencies or crisis' occur that are not covered in the *Safe Schools Handbook*, the principal is to take appropriate action in consultation with the school superintendent and/or the appropriate civil authorities.

Related

Safe Schools Handbook (Internal Document)