



Critical Incident Response Policy

Policy Number: 5170 Section: Chalo School Sub-Section: Students Interpreter: Principal/Education Director Authority: CEA Effective Date: Review by Date:	References and Related Documents
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Policy Spirit and Intent

The Community Education Authority recognizes the importance of ensuring a compassionate and timely response to critical incidents of a traumatic nature that affect the normal functioning of a school. A critical incident may involve, but is not limited to, a death of a student or staff member by accident, illness, injury, or suicide, school fires, natural disasters, disturbing or threatening behaviour, or criminal investigations. The CEA expects that critical response plans and procedures will be developed, implemented, and maintained for Chalo School.

Note: For threats involving weapons, bomb threats, and threats of violence to staff, the Principal and/or designate will immediately notify the RCMP to assess risk and access to weapons.

1.1. Administrative Procedures In September:

- a. Principal will ensure that a Critical Response Team is in place for the school year.
- b. At the first staff meeting of the year, the Critical Incident Response Plan will be introduced and reviewed. A “telephone tree” will be created/updated to ensure that students, staff, CEA, as well as others involved with the school will be informed and supported in an emergency situation.
- c. A staff “buddy system” will be in place to ensure that staff members are supported throughout an emergency situation.
- d. A copy of the school’s “telephone tree” will be sent to the CEA.
- e. This protocol will be reviewed with principal/education director at the first staff meeting of the school year and thereafter as needed.

2.1. In a Critical Incident:

If a staff member learns of a critical incident or potential critical incident the staff member will contact the school principal or designate.

2.2. Gather the Facts. The Principal and/or designate confirms the critical incident with appropriate sources of reliable information:

- a. RCMP
- b. Immediate family
- c. CEA and/or community resource personnel such as a family resource worker.

2.3. The principal and/or designate collects information on the critical incident including:

- a. Verification of the details
- b. Identification of the individuals involved
- c. Evaluation of the emotional status of students and staff and
- d. The immediate safety needs of students and staff.



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2.4. Contact the CEA

- a. The principal and/or designate will contact the education director or designate to report the critical incident who will then call the Chair of the CEA
- b. The principal and/or designate will ensure that the education director and CEA Chair is provided with ongoing detailed information necessary to effectively carry out his/her role.

2.5. Activate the school’s critical response team In the event of an out of school emergency

- a. In the event of an emergency/tragedy affecting students or staff outside of school hours, staff will immediately contact the principal or designate.
- b. Upon notification of the emergency, the principal or designate will contact the members of the critical response team. A meeting, if necessary, will be held to discuss school based actions and other issues surrounding the emergency.

3.1. Staff members will be contacted through a “telephone tree”, including staff from Deh-Zona daycare, TTOC’s, bussing, janitorial, after-school user-groups and absent teachers.

4.1. Staff will be notified of a staff meeting prior to classes on the morning of the next school day. At the staff meeting, the following items will be discussed:

- a. Staff will be informed of the facts of the emergency situation.
- b. Expectations for the day will be outlined.
- c. A brief written statement will be provided for use in public/telephone inquiries

In addition:

- a. A grief room may be established. The counsellor’s office and/or student services are the preferable locations. The designated location(s) will be closed to regular activities for the day.
- b. Teachers are to notify principal of “high risk” students attending school that day and send this a list to the office shortly after class begins.
- c. There will be a “business as usual” approach for the day; however, there will be an opportunity for students in need to access the counsellor, other school supports, or be released to parents.

4.2 During the last period of the day, teachers are to check on the emotional state of their students and note any students who may still need additional support. It is the responsibility of the teacher to contact the student(s) parents to make notification of any concerns. Forward the list of students to the office. The counsellor and support workers can assist with making assessments and providing suggestions/support in making telephone calls.

5.1. If staff should come upon an emergency situation in the course of a school day:

- a. Do not leave the area, take charge of the situation, and give specific orders to specific individuals.
- b. Deal with any first aid need immediately to the best of your ability.
- c. Send for the principal and/or vice principal.
- d. Clear the emergency area.



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5.2. Office Responsibilities

- a. The principal and/or designate will send the first aid attendant to the emergency area immediately.
- b. The principal and/or designate will contact necessary emergency personnel
- c. The principal and/or designate will contact the parents/guardians of student(s) involved and request them to attend.
- d. If there is a danger to the school population, the principal and/or designate will implement a school evacuation as per the school’s evacuation procedure or the school’s lockdown procedure (Staff Handbook).

5.3. Follow-Up

- a. Staff should make notes of the incident and file a copy with the school office and if appropriate, complete a Staff Threat and Violence Report.
- b. At the earliest opportunity the staff will be debriefed on the emergency.
- c. The principal or designate will handle/authorize all public responses and media request for information including press releases, information distributed through the school webpage, “Facebook” and/or other electronic forms, as well as letters to be sent home with students.

5.4. School evacuation and closure

- a. The school will be evacuated as outlined in the emergency evacuation policy.
- b. The principal or designate will contact parents to communicate that students will be arriving home early or that schools will be closed.

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Dated at Fort Nelson, British Columbia on: _____ October 25, 2019 _____

Approved, Signed, Sealed and Delivered by the Chalo Independent School Society Community Education Authority (Board).

Chair, Chrystal Fincaryk

Vice-Chair, Kyla Kotchea

Director, Santana Behn

Director, Coreen Loe

Director, Roberta Michel

Council Director, Theresa Fincaryk Sutherland