

## **SAFE SCHOOLS**

### **Background**

The Division and the Board is committed to creating and maintaining an environment in schools where students, staff, parents, and others feel safe. To this end, the Division shall establish a protocol for responding to immediate risks within a building, student threatening behaviors, and traumatic events.

### **Procedures**

1. The Director or designate will ensure that Division administrative procedures, crisis plans, and related handbooks are reviewed on an annual basis and revised as required.
2. The Director or designate will ensure that principals and central office administrators are involved in crisis management training on at least an annual basis.
3. The Director or designate will develop and maintain a Division Safety/Crisis Plan which:
  - 3.1 Establishes a school and community Traumatic Events Response Team (TERT) with assigned roles and responsibilities.
  - 3.2 Is fully coordinated with other community crisis response services such as the RCMP, and Mental Health.
  - 3.3 Provides for a safe and caring working and learning environment.
  - 3.4 Maintains a focus on prevention and early intervention as well as crisis management.
  - 3.5 Outlines emergency procedures to follow in dealing with specific critical incidents.
  - 3.6 Provides division level support to schools as required.
  - 3.7 Uses, as a guide for action, appropriate consequences, decided collaboratively.
4. When a crisis or perceived threat of a crisis occurs in one of the areas below, the Principal will immediately activate the appropriate response as outlined in "AP 165 Appendix A – Crisis Response Guide". The areas governed by these procedures include:
  - 4.1 Immediate Risk To Students and Personnel in a Building (see Section I)
    - 4.1.1 School Lockdown
    - 4.1.2 Hold and Secure Perimeter
    - 4.1.3 Fire Evacuation
    - 4.1.4 Bomb/ Terrorist Threat

- 4.1.5 Assault on School Premises
  - 4.1.6 Weapons in School
  - 4.1.7 Intruder at School
  - 4.1.8 Armed Intruder
  - 4.1.9 Hostage Taking
  - 4.1.10 Abduction
  - 4.1.11 Severe Injury/ Medical Emergency at School
  - 4.1.12 Off-site Emergency
  - 4.1.13 Death at School
  - 4.2 Environmental Hazards (see Section II)
    - 4.2.1 Tornadoes/ Violent Winds/ Earthquakes
    - 4.2.2 Toxic Spills
    - 4.2.3 Loss of Utilities
    - 4.2.4 Wild or Stray Animals
5. The purpose of AP 165 Appendix B – Traumatic Events Response Guide (Link to guide) is to provide a model and strategies to implement when responding to the occurrence of a critical incident that could cause trauma.
  6. At the beginning of the school year, principals shall review with staff members, procedures to ensure that they remain consistent with the philosophy and intent of safe and caring schools. Provisions will be made to inform new staff members. Fair Notice Letters will be sent to all students from the school on behalf of the Division.
  7. The Director or designate shall be notified of all crisis situations impacting a school or the Division. The notification will be made as quickly as possible after other emergency responders such as the police and fire department have been contacted.
  8. School Incident Report Forms shall be completed and filed with the Director's or designate's office immediately following an incident.
  9. The Director or designate may call response team members together to plan a Division response to the crisis situation.
  10. The Director or designate will act as the primary spokesperson for the Division with respect to the media. In the event of a school emergency situation, the Director, in conjunction with the principal and the school's Traumatic Events Response Team (TERT), will prepare a statement that will be circulated to inform parents and the media.
  11. If appropriate, a press conference will be conducted under the direction of the Director, who will designate any other spokespersons.
  12. When a crisis situation occurs at the school level, the Initial Response Team, consisting of school personnel will be the first responders to the incident and will take charge of managing the situation. The school team is responsible for notifying both the TERT and other emergency service providers when necessary. The initial communication shall be directed to the:
    - 12.1 Director or designate.

13. Upon receiving notification of a crisis situation, the Director or designate will:
  - 13.1 Obtain all factual information available about the crisis situation.
  - 13.2 Prepare a preliminary statement including the Division response for use with the media, if appropriate.
  - 13.3 Coordinate with emergency responders, where possible.

Legal Reference: Section 85, 87, 109 Education Act  
Forms: Form 165-1; Form 165-2; Form 165-3; Form 165-4; Fair Notice Letter

**Updated: September 22, 2006, November 2021**