

Christ the Teacher Catholic Schools

ADMINISTRATIVE PROCEDURES

SECTION:	100 – GENERAL ADMINISTRATION	CODE:	AP 165
PROCEDURE:	SCHOOL CRISIS RESPONSE TEAM		

BACKGROUND

A School Crisis Response Team (SCRT) shall be established at each school to respond to a crisis incident. The SCRT shall consist of an immediately accessible core group of individuals with the knowledge and skills to act in an emergency situation. Members shall typically include the Principal, Vice Principal, school counsellor(s), priests, and one or more selected teachers.

The membership of the SCRT shall be made widely known to both staff and parents.

PROCEDURES

1. The SCRT, under the leadership of the Principal, shall be responsible for the following:
 - 1.1 Establishing a School Crisis Response Plan.
 - 1.2 Orienting staff to procedures and training to fulfill designated roles, including conducting drills.
 - 1.3 Providing crisis management information to students, staff, parents and the community.
 - 1.4 Providing assistance during a crisis in accordance with designated roles and subsequently providing follow-up support.
 - 1.5 Taking part in debriefings at the conclusion of each crisis episode to support staff in coping with the impact of the crisis incident.
 - 1.6 Taking part in operational reviews of the effectiveness of the crisis response following each incident.
 - 1.7 Conducting periodic reviews and then updating the School Crisis Response Plan.
2. Duties of School Crisis Response Team Members

The members of the SCRT shall have assigned roles and responsibilities as follows:

2.1 Principal

The Principal shall have one overriding responsibility during a crisis - ensuring the overall safety and security of both students and adults. In carrying out this role, the various responsibilities they must assume or delegate include:

- 2.1.1 Initiating the emergency notification of emergency services personnel. In this contact, the person making the call is to give their name and position, indicate where they are calling from, describe the situation, indicate what has been done and advise the emergency services personnel where is the best location to meet a representative from the SCRT.
- 2.1.2 Implementing lockdown and/or evacuation procedures.
- 2.1.3 Informing the Division Crisis Response Coordinator immediately of developing situations.
- 2.1.4 Informing your school personnel as situations develop.
- 2.1.5 Maintaining the continuity of administration.
- 2.1.6 Developing a School Crisis Response Plan.
- 2.1.7 Designating and training of the SCRT members.
- 2.1.8 Ensuring crisis response training for all staff in the school.
- 2.1.9 Designating a Crisis Command Center within the school.
- 2.1.10 Monitoring developing situations such as weather conditions or incidents in the community that may impact the school.
- 2.1.11 Responding to the crisis until emergency services personnel arrive on the scene and then serving as a liaison to emergency services personnel once they arrive at the school.
- 2.1.12 Authorizing the release of information to staff, students and the public. Note: in a major crisis, this role as the School Spokesperson may be superseded or shared with the designated Division Spokesperson.
- 2.1.13 Coordinating the use of a school as a public shelter for major emergencies occurring in the community.
- 2.1.14 Providing pertinent crisis information to the Director's Team. In major emergencies/disasters, this information will be forwarded to the local Emergency Services Coordinator for the determination of local emergency status and request for provincial/federal assistance.
- 2.1.15 Coordinating crisis assistance and recovery at the school.

2.2 Vice Principal (or Principal)

The Vice Principal shall have primary responsibility for all tasks related to student accounting and student release. The various responsibilities they must assume or delegate include:

- 2.2.1 Ensure medical protocols are in place and regularly updated for all students whose medical conditions require or may require the assistance of school personnel. Classroom teachers and other staff who work directly with these students require information about the medical condition and the protocol. Conditions that are almost always present in the student population and may require assistance include asthma, allergies, diabetes, and epilepsy.

- 2.2.2 Establishing procedures for assessing and reporting the status of students in an emergency or any event that results in evacuation or relocation of students.
 - 2.2.3 Providing instruction and practice to all teachers and staff in the student assessment and reporting process.
 - 2.2.4 Placing reporting forms and procedures in classroom “emergency kits”.
 - 2.2.5 Establishing procedures for communicating with teachers.
 - 2.2.6 Receiving reports from all teachers on the condition and location of every student.
 - 2.2.7 Assigning staff to investigate reports of any students missing, injured or ill, or otherwise not in compliance with student accounting reports.
 - 2.2.8 Implementing student release and re-unification procedures.
- 2.3 School Counsellor

The school counsellor shall have the primary responsibility for all tasks related to both the psychological triage of students and the provision of medium to long-term personal supports to those affected by the crisis. The various responsibilities they must assume or delegate include:

- 2.3.1 Identifying students who have been directly involved in and/or exposed to the crisis.
 - 2.3.2 Identifying students who are considered at high risk due to other factors.
 - 2.3.3 Coordinating a school wide screening to assess students requiring psychological first aid.
 - 2.3.4 Arranging for a parent information sheet detailing the normal and problematic reactions students may exhibit after a crisis.
 - 2.3.5 Establishing personal support centers where students can receive individual and small group psychological first aid within the school.
 - 2.3.6 Establishing student self-referral procedures including the use of peer helpers.
 - 2.3.7 Beginning to intervene with students identified as being of low to moderate risk.
 - 2.3.8 Continuing to provide medium and long-term personal support to students as the need for such assistance is identified.
 - 2.3.9 Providing outreach personal support services as deemed necessary.
 - 2.3.10 Involving mental health professionals when necessary.
 - 2.3.11 Facilitating or assisting with debriefings of staff during and after the crisis incident.
- 2.4 School Spokesperson

The School Spokesperson will be the Principal or designate. Only the School Spokesperson shall release information to the media, parents and to the general

public. The duties and responsibilities of the School Spokesperson are usually superseded by the Division Spokesperson in major crisis incidents. The various responsibilities they must assume include:

- 2.4.1 Identifying a potential “news centre” site away from emergency operations where media representatives can receive briefings.
- 2.4.2 Preparing public information kits about the school including identification, maps, supplies, signs, forms, sample news releases, battery-powered radio, school information, etc.
- 2.4.3 Collecting, verifying and disseminating information to the media.
- 2.4.4 Establishing a time schedule for news briefings and periodic updates.

2.5 Classroom Teachers

Classroom teachers shall have primary responsibility for all tasks related to student control, protection, and release. The various responsibilities they must assume or delegate include:

- 2.5.1 Evacuation/Reverse Evacuation/Lockdown - Directing and supervising students either in the classroom or to a pre-designated safe area within the school or to an off-site evacuation shelter. To be prepared for this, each classroom teacher shall prepare a classroom emergency kit to be transported with them.
- 2.5.2 Student Assemblies - Maintaining order while in the student assembly areas.
- 2.5.3 Student Accounting – Verification of the location and status of every student in their charge. Report to the Principal or designate on the condition of any student that needs additional assistance.
- 2.5.4 Establishing a partner system to pair teachers and classes so that some teachers can assist with other tasks such as first aid, search and rescue or other duties assigned by the SCRT.
- 2.5.5 Remaining with assigned students throughout the duration of the emergency, unless otherwise assigned through a partner system or until every student has been released through the official student release and re-unification process.

2.6 School Secretary

The administrative secretarial staff has primary responsibility for emergency communications including the exchange of information with school administration staff, Division administration staff, emergency responders (fire, police, EMS, emergency services coordinator) and internal communication within the school building. Primary responsibility for record keeping also lies with this position. The various responsibilities they must assume or delegate include:

- 2.6.1 Establishing procedures for emergency communications with school administration staff in compliance with school system plans.
- 2.6.2 Establishing internal emergency communications including provisions for two-way communications with classrooms and with classes on the playground or other sites.

- 2.6.3 Establishing and maintaining communication with Division Crisis Team Leaders.
 - 2.6.4 Establishing and maintaining communications with the local emergency services coordinator, as needed in major public emergencies.
 - 2.6.5 Initiating and maintaining an incident log.
 - 2.6.6 Receiving and maintaining student accounting forms and then take appropriate action to notify medical or search teams through 9-1-1 of the appropriate telephone numbers.
 - 2.6.7 Reporting the status of school and students to school administration as specified.
- 2.7 Designated Caretaker
- The designated caretaker is familiar with the operations and infrastructure of the school building and is responsible for the stabilization of the building, controlling access, and securing the school facilities. The various responsibilities they must assume or delegate include:
- 2.7.1 Maintaining an inventory of all hazardous materials, portable and fixed equipment, and utility lines in or near the school.
 - 2.7.2 Establishing procedures for isolating hazardous areas.
 - 2.7.3 Surveying damage and the structural stability of buildings and utilities and then reporting to the Principal.
 - 2.7.4 Searching the affected sections of the school for students or staff that may be confined or injured. Note: this person is not to put themselves or others at risk. This task may need to be accomplished by trained emergency services personnel.
 - 2.7.5 Implementing building and parking area access control measures.
 - 2.7.6 Ensuring student assembly areas are physically safe.
 - 2.7.7 Distributing supplies to student and staff assembly areas.
 - 2.7.8 Assisting officials in damage assessment.
 - 2.7.9 Assisting administrators in recovery procedures.

Reference: Sections 85, 87, 108, 109 Education Act

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