

ADMINISTRATIVE PROCEDURES

SECTION:	100 – GENERAL ADMINISTRATION	CODE:	AP 166
PROCEDURE:	SCHOOL CRISIS RESPONSE PLAN		

BACKGROUND

Each school is required to have a written School Crisis Response Plan. This plan will include provisions for pre-planning a variety of crisis responses and post-crisis activities.

PROCEDURES

1. Principals are to develop explicit procedures for a number of possible crisis incidents.
2. Plans for a crisis command center in the school and outside of the school in the event a school evacuation is necessary, are to be made.
3. A designated chain of command must be in place in the event one or more key administrators are not available.
4. A network of key communicators must be established. It is the responsibility of these key individuals to convey approved information to others. This network may include phone trees to notify staff of crisis incidents and special meetings that may occur before or after school hours, and various counsellors and psychologists designated to support groups such as students, staff and parents.
5. A communication and emotional support plan within the school is to be developed. The best means of communication may vary with the crisis. However, the plan must provide for communicating with teachers as soon as possible. When appropriate, well-informed support staff are to be ready to assist in classrooms and with small groups. Communicators are to avoid giving news via assembly or the public address system as results can be unpredictable when giving shocking news to large groups of students. To ensure accuracy and avoid rumor, information to students is to come directly from internal memoranda or statements written specifically for that purpose and approved by the Principal. Information is best provided to students in their classrooms so people they know can respond to their questions. Questions from parents are also to be addressed from a pre-approved fact sheet.
6. Emergency Services involvement is expected. Crisis incident responses will be in accordance with the existing working arrangements between the Division and the local departments of police, fire and of emergency services. In the initial stages of the crisis response, the primary purpose must be to protect and sustain life. Prompt involvement of Emergency Services personnel is often critical in minimizing personal injury and/or damage.

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

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