

Policy Statement

The Eastern School Board recognizes the need to provide for both the physical and emotional safety needs of students, staff and parents in the event of a crisis. The Eastern School Board is committed to supporting students and staff during crises which can cause complex reactions and breakdown of normal coping mechanisms.

Rationale

A crisis can drastically affect the lives of individuals and groups. Such events can result in the disruption of normal school functioning and elicit powerful human reactions that must be addressed. For this reason, the Eastern School Board has delineated a framework that supports schools and communities in responding to critical incidents, caused by natural or human factors, at all stages of the process.

Scope

This policy shall apply to all students and employees under the jurisdiction of the Eastern School Board.

Definitions

Critical Incident

A sudden, unexpected, often incomprehensible event that may be personally upsetting and could potentially result in emotional and physical distress. For example: an accident or injury, death of a student or staff member, a missing student, etc.

Crisis

A situation that is unpredictable and traumatic.

School Response Team

A subcommittee of the Safe & Caring Schools Committee that is formed at the beginning of each school year and is responsible for responding to a crisis at the school level.

District Response Team

A group of district level staff that provides support to schools in the event of a crisis.

School Response Kit

A compilation of resources, information and recommended items used by a school in the event of a crisis.

Other critical incidents, such as Bomb Threats, Weapons and Secure Schools and School Lockdown are handled through the following policies:

Policy E-EBCC:	Bomb Threats
Policy J-JICI:	Weapons
Policy J-JLK:	Secure Schools and School Lockdown

Procedures

1. The Eastern School District will establish Administrative Regulations that govern the application of this policy.
2. The Administrative Regulations will be reviewed by the CEO/Director of Education in collaboration with the District Administrative Staff.
3. The Principal shall ensure that this policy and the associated Administrative Regulations are shared and discussed with staff by October 15th.
4. The Principal shall be responsible for ensuring the formation of a School Response Team to support the school in the event of a crisis.
5. The Principal/designate shall make contact with the District Response Team in the event of a crisis to request support, as deemed necessary by the School Response Team.
6. The Principal shall ensure that the response plan is in place, is reviewed annually and addresses critical incidents.
7. The Principal shall ensure that the school has a School Response Kit that is equipped as per the Administrative Regulations associated with this policy.
8. The Principal shall be responsible for notifying the CEO/Director of Education and other designated district personnel of the critical incident and submitting the required documentation.