

CRISIS AND PANDEMIC PLANS

Background

The Division shall strive to ensure that each Golden Hills student and staff member is provided with a safe and caring environment which fosters and maintains respectful and responsible behaviors.

Definitions

1. Caring: A caring environment is one that is nurturing, consistent and predictable where the rights of others are respected and consideration and supports are given to individual needs and circumstances.
2. Safe: A safe environment is one in which students and staff are safeguarded and not exposed to dangerous situations. They are protected from physical, emotional or psychological harm or loss. Effective plans are in place for dealing with a potential crisis.

Procedures

1. The Superintendent will ensure that the Division administrative procedures and crisis plans, and related handbooks are reviewed on an annual basis and revised as required.
2. The Superintendent will ensure that school administrators are involved in crisis management training on at least an annual basis.
3. The Superintendent or designate will develop and maintain a Division Safety/Crisis Plan which:
 - a) Establishes the Golden Hills Response Team with assigned roles and responsibilities (Crisis Intervention Response Team and Threat Assessment Team)
 - b) Is fully coordinated with the community crisis response services
 - c) Provides for a safe, caring working and learning environment
 - d) Maintains a focus on prevention and early intervention as well as crisis management
 - e) Outlines emergency procedures to follow in dealing with specific critical incidents
 - f) Provides support to schools as required
 - g) Uses, as a guide, for action, appropriate consequences decided collaboratively
4. Principals will develop a School Response Plan that includes a Safety Handbook and Crisis Response Manual specific to their facility which:
 - a) Utilizes the Division Safety/Crisis Plan as a template
 - b) Establishes a School Response Team
 - c) Assigns specific roles and responsibilities to designated team members
 - d) Is based on systematic and on-going environment assessments
 - e) Provides strategies for prevention and early intervention
 - f) Details specific plans for crisis management

- g) Provides for coordination with community crisis response agencies and the Golden Hills Safety/Crisis Protocol
 - h) Provides for the security of buildings and grounds
 - i) Promotes a caring working and learning environment
 - j) Involves the active participation of the school community.
5. 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, caring schools. Provisions will be made to inform new staff members.
- The school Safety Handbook and Crisis Response Manual must include the following components:
- a) Strategies to maintain a safe and caring environment for students and staff
 - b) Preventative measures
 - c) Identification of students at risk
 - d) Management plans for specified risks that are identified in the crisis response manual
 - e) Recovery plans and follow-up strategies
 - f) Identification of a school response team
 - g) Identification of community, municipal agencies and groups that might be called upon for assistance if a crisis situation occurs
 - h) Training and practice for students and staff
6. The Superintendent shall be notified of all crisis situations impacting or with the potential of 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.
7. Critical incident reports shall be completed and filed with the Superintendent's office immediately following an incident.
8. The Superintendent shall inform other response team members of the crisis situation and may assign team members to specified functions.
9. The Superintendent may call the response team together to plan a Division response to the crisis situation.
10. The Superintendent or others acting in his/her absence, will inform the other members of the Golden Hills response team and if necessary, the Superintendent or designate will inform other Principals of the crisis.
11. The Superintendent 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 Superintendent, in conjunction with the Principal and school response team, will prepare a statement that will be circulated to inform parents and the media.
12. If appropriate, a press conference will be conducted under the direction of the Superintendent, who will designate any other spokespersons. In all interactions with the media, the Superintendent or designate will speak for the Division as a whole and the trustee on the response team will speak for the trustees, the Principal will speak for the school, the local School Council Chair will speak for parents, and, if appropriate, the Student Council president will speak on behalf of students.

13. When a crisis situation occurs at the school level, the school response team 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 Division response team and the emergency service providers when necessary. The initial communication shall be directed to the following individuals in order of availability:

- a) Superintendent
- b) Associate Superintendent
- c) Secretary-Treasurer

14. Upon receiving notification of a crisis situation, the Superintendent will:

- a) Alert all members of the response team and ensure that internal communications are open
- b) Obtain all factual information available about the crisis situation
- c) Prepare preliminary statement including the Division response for use with the media, if appropriate
- d) Coordinate with emergency responders, where possible

Reference: Section 60, 61, School Act
Child Welfare Act
Disaster Services Act
Electrical Protection Act
Emergency Medical Aid Act
Fire Prevention Act
Gas Protection Act

Hazardous Products Act
Occupational Health and Safety Act
Occupational Health and Safety Regulation 62/2003
Occupational Health and Safety Code
Workers' Compensation Act
Supporting Safe, Secure and Caring Schools in
Alberta

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