

POLICY and PROCEDURES

Title	Effective Date	Revision Date	No. of Pages
No. <u>746</u> – Crisis Intervention	<i>July 3, 1996</i>	<i>May 22, 2001</i>	<i>2</i>

It is the policy of the Tri-County Regional Centre for Education to help alleviate any difficulties that occur in a school or the Tri-County Regional Centre for Education when a death or serious crisis occurs within the school population.

PROCEDURE under Policy **746**

In preparation for this, there shall be established a regional and a school-based Crisis Intervention Team whose guidelines must be reviewed and updated annually.

Definitions

CRITICAL INCIDENT

A critical incident is an event which has a traumatizing impact on the school population, parents or the community to such an extent that the school's mandate of education cannot be fulfilled. Examples could include sudden death (suicide or death of a peer, school staff member, parent or significant other) or an incidence of violence in the school or community which results in the disruption of normal school functioning.

REGIONAL TEAM

1. The Regional Executive Director of Education, or designate, is the person in charge should any Regional-wide crisis occur.
2. The Regional Critical Incident Team shall be established by the Regional Executive Director of Education and shall consist of the following persons:
 - a) the Regional Executive Director of Education
 - b) a Principal,
 - c) a Counsellor,
 - d) a School Psychologist and other personnel as appropriate (i.e. representatives from the police, mental health, guidance personnel.
3. All schools are to establish a Critical Incident Team to handle all school crises.
4. The Regional Team will have a Regional-wide focus, but its resources may also be used to assist schools when called upon by the school-based team.

Amended by the Tri-County Regional Centre for Education – May 29, 2001



PROCEDURE under Policy **746 (cont'd)**

REGIONAL TEAM (cont'd)

In the event of a critical incident, the following will be carried out by the Regional Executive Director of Education or designate:

- a) Verify the facts and details of the incident, in consultation with the school principal(s).
- b) Advise the school(s) that they are affected in the crisis.
- c) Call the required team members together and present facts.
- d) Arrange that the proper authorities be advised and call for the assistance of such bodies as decided upon, such as police, fire department, Department of Health, emergency measures organization, conveyance supervisor.
- e) Arrange for the appropriate press release when necessary.
- f) Prepare a full report for the next Tri-County Regional Centre for Education meeting.

SCHOOL TEAM

1. All schools must have a school-based Critical Incident Team in place at all times. The Team shall consist of (i) the Principal; (ii) a minimum of two staff members; (iii) school psychologist or guidance counselor from the school or local area school; (iv) outside personnel.
2. By September 30th of each school year, the school-based Critical Incident Team shall:
 - a) update the Emergency Response Chart, and
 - b) review procedures with all staff, i.e., teachers, custodians, secretaries, program support assistants, cafeteria workers, bus drivers, supervisors.
3. In the event of a school-based crisis, the following steps will be followed:
 - a) the Principal or designate should verify the facts and details of the incident, in consultation with the Regional Executive Director of Education.
 - b) The school-based team shall meet to determine an initial plan of action.
 - c) The Regional Executive Director of Education, or designate, shall be contacted at this point, and a decision will be made on whether assistance by the Regional Team is required.
 - d) The Regional Executive Director of Education, or designate, shall if the Regional Team is required, call the Team together and determine the Regional Team sources required.
 - e) If required, the school-based Team and Regional Team shall coordinate activities to re-establish a stable school environment.
 - f) Invoke Emergency Response Chart procedures.