



## **CRISIS INTERVENTION**

## **GOVERNANCE POLICY**

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#### **1.0 PRINCIPLES**

The South Shore Regional Centre for Education (SSRCE) believes in helping to alleviate difficulties that occur in a school or school board when a death or serious crisis occurs within the school population.

#### **2.0 POLICY FRAMEWORK**

This policy complies with the Education Act and other related provincial acts and policies.

#### **3.0 AUTHORIZATION**

The Regional Executive Director is authorized to issue procedures in support of this policy.

## CRITICAL INCIDENT

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#### **1.0 DEFINITION OF CRITICAL INCIDENT**

A critical incident is an event that has a traumatic 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, teacher, principal, parent, or significant other) or incidence of violence in the school or community that results in the disruption of normal school functioning.

#### **2.0 SCHOOL CRITICAL INCIDENT TEAM**

- 2.1. All schools must have a school-based Critical Incident Team (CIT) in place at all times. The school-based CIT shall consist of:
  - 2.1.1. the principal
  - 2.1.2. a minimum of two staff members, where possible
  - 2.1.3. school counselor from the school or local area school
  - 2.1.4. school psychologist
  - 2.1.5. outside personnel, if warranted
- 2.2. By September 30 of each school year, the school-based CIT shall:
  - 2.2.1. update the Emergency Response Chart
  - 2.2.2. review procedures with all staff (i.e. teachers, janitors, administrative assistants, teacher assistants, cafeteria workers, bus drivers, supervisors)

#### **3.0 PROCEDURES OF SCHOOL CRITICAL INCIDENT TEAM**

- 3.1. In the event of a school-based crisis, the following steps will be followed:
  - 3.1.1. The principal or designate shall verify the facts and details of the incident, in consultation with the Regional Executive Director or Director of Programs and Student Services.
  - 3.1.2. The school CIT shall meet to determine an initial plan of action.
  - 3.1.3. The Regional Executive Director or Director of Programs and Student Services shall be contacted and a decision will be made on whether assistance by the SSRCE's CIT is required.
  - 3.1.4. The Regional Executive Director or Director of Programs and Student Services shall, if the SSRCE's CIT is required, contact the SSRCE's CIT to meet and determine what CIT sources are required.

- 3.1.5. If required, the School and SSRCE's CIT shall coordinate activities to reestablish a stable school environment.
- 3.1.6. Invoke Emergency Response Chart procedures.

#### **4.0 REGIONAL CRITICAL INCIDENT TEAM**

- 4.1. The Regional Executive Director or Director of Programs and Student Services is the person in charge should any SSRCE-wide crisis occur.
- 4.2. The SSRCE's CIT shall be established by the Regional Executive Director and shall consist of:
  - 4.2.1. the Regional Executive Director and/or Director of Programs and Student Services
  - 4.2.2. a Coordinator from Programs and Student Services
  - 4.2.3. the principal
  - 4.2.4. two counselors
  - 4.2.5. a school psychologist and other personnel, as appropriate (i.e. representatives from the police, mental health, guidance personnel).
- 4.3. The SSRCE's CIT will have a Board-wide focus, but its resources may also be used to assist schools when called upon by a school-based CIT.

#### **5.0 PROCEDURES OF REGIONAL CRITICAL INCIDENT TEAM**

- 5.1. In the event of a critical incident, the following will be carried out by the Regional Executive Director or Director of Programs and Student Services:
  - 5.1.1. Verify the facts and details of the incident, in consultation with the school principal.
  - 5.1.2. Advise the school(s) that is/are affected in the crisis.
  - 5.1.3. Contact the required CIT members to meet and present facts.
  - 5.1.4. Arrange contact with the proper authorities to be advised and request the assistance of such bodies as decided upon (e.g. police, fire department, department of health, emergency measures organization, conveyance supervisor).
  - 5.1.5. Inform SSRCE Members of the basic facts of the incident.
  - 5.1.6. Arrange for the appropriate press release when necessary.
  - 5.1.7. Prepare a full report for the next SSRCE meeting.

#### **6.0 RESPONSIBILITIES**

It shall be the responsibility of the Regional Executive Director to ensure these administrative procedures are followed.