



Policy 9.04

Category: Welcoming, Caring, Respectful and Safe School

Critical Incident Intervention/Prevention

BACKGROUND

The CAPE Charter Board recognizes the commitment of the Government of Alberta, the Minister of Education, and Alberta Education to provide all students with high quality education in a welcoming, caring, respectful and safe learning environment.

POLICY STATEMENT

The CAPE Charter Board is committed to the maintenance of a welcoming, caring, respectful and safe learning environment for all students, employee, volunteers, and contract operators. The CAPE Charter Board believes that every threat to the safety of all within the CAPE facility and grounds must receive a reasoned and timely response. It also believes in zero tolerance for not responding to threats. To this end the CAPE Charter Board supports the development of a Critical Response Manual with associated Plans and Response Team.

DEFINITIONS

1. **Critical Incident** - any event that has a stressful impact sufficient enough to overwhelm the usually effective coping skills of an individual; are abrupt, powerful events that fall outside the range of ordinary human experiences.
2. **Intervention** - action taken to improve a situation.
3. **Prevention** - the action of stopping something from happening or arising.
4. **Response** - reaction to something.
5. **Welcoming** - a kindly greeting or reception, as to one whose arrival gives pleasure.
6. **Caring** - displaying kindness and concern for others.
7. **Respectful** - showing politeness or deference, showing respect (a feeling or understanding that someone or something is important, serious, and should be treated in an appropriate way).
8. **Safe** - protected from or not exposed to danger or risk; not likely to be harmed or lost.
9. **Threat** - a verbal or written statement of an intention to inflict pain, injury, damage, or other hostile action on someone.
10. **Bomb threat** - verbal or written threat to detonate an explosive device to cause property damage or injuries, whether or not such a device actually exists.

**CAPE-Centre for Academic and Personal Excellence
Policy Manual**

Policy 9.04

Category: Welcoming, Caring, Respectful and Safe School

11. **Hostage threat** - verbal or written threat in which person is held by one party in a conflict as security that specified terms will be met by the opposing party.
12. **Abduction threat** - verbal or written threat in which a person is taken away by persuasion, by fraud, or by open force or violence.
13. **Fire Threat** - the combination of both constant and variable factors which affect the initiation, spread and difficulty of control of a fire in an area or building.
14. **Inclement Weather** - any dangerous meteorological phenomena with the potential to cause damage, serious social disruption, or loss of human life.
15. **Mechanical Failure** - a discontinuation or disruption of utilities such as heating, lighting, or water beyond the control of a school.

GUIDELINES

16. The Superintendent shall provide direction, support and staff development opportunities to the school in the development and implementation of Critical Response Plans and Team.
17. The Principal, with input and support from members of the administrative team, shall develop critical response plans and teams.
18. The Principal, with input and support from members of the administrative team, shall develop, implement and continually evaluate practices that respond to incidents or situations with minimal disruption to the teaching and learning.
19. The Critical Response Manual and Plans shall address such threats as:
 - 19.1 Tragic Injury or Death Bereavement
 - 19.2 Bomb Threat
 - 19.3 Intruder Threat
 - 19.4 Hostage/Abduction Threat
 - 19.5 Fire Threat as well as:
 - 19.6 Inclement Weather
 - 19.7 Mechanical Failure
20. The Principal shall:
 - 20.1 be familiar with the CAPE Critical Response Manual;
 - 20.2 establish a trained school Critical Response Team to assess student threats, manage in-school threats, and support students through trauma crisis;
 - 20.3 ensure that all staff and students are trained, to the level of their responsibility, in lockdown procedures, including a minimum of three (3) lockdown practices and five (5) evacuation/fire drills practice per year;

**CAPE-Centre for Academic and Personal Excellence
Policy Manual**

Policy 9.04

Category: Welcoming, Caring, Respectful and Safe School

20.4 develop action plans in consultation with students, staff, parents, school council, and community resources that:

- i) ensure that every student threat receives a reasoned and timely response;
- ii) provide for management of crisis and disasters affecting the school;
- ii) clarify roles and responsibilities of students, staff, parents and community resources that support a safe and caring school; and
- iv) provide for an information management and an internal/external communication protocol.

20.5 The Principal shall develop the Emergency Phone Tree and ensure that all staff has access to it as part of the Critical Response Manual and Plans.

References:

School Act

CAPE charter

CAPE Code of Conduct for Certificated Staff

CAPE Code of Conduct for Non-Certificated Staff

Adopted: March 5, 2013

Motion: #2013-3-5-5

Reviewed: July 15, 2018