



Section 1 The School Critical Response Team

1.1 Purposes

A Critical Response Team must be established in the school for three main purposes:

- assessing student threats
- managing in-school threats
- supporting students through trauma crisis

1.2 A Clarification of Threat Assessment vs. Crisis Response

CAPE's **Critical Response Team** provide both Threat Assessment and Crisis Response in its school and is led by the school Principal.

Threat Assessment: *The Threat Assessment Team is* a team of key professionals (principal, vice-principal, counsellors, police, etc.) who are trained in risk/threat assessment and who, as part of their occupations, are required to deal with high-risk students and situations. The role of the team is to assess student threats and threat-makers to determine if risk of homicide or serious violence to some target(s) is present. The team also determines what interventions may need to be carried out to protect potential targets from the threat-maker and to ensure that the student threat-maker receives necessary services to mitigate the risk. In general terms, the threat assessment team responds prior to a violent incident occurring. When the threat assessment team is activated in a school, often only a few members of the school community are aware of the team members' activities, as their work is highly confidential and intended to be as discrete as possible. However, the fields of crisis response and threat assessment are inseparably connected when threat-making or threat-related behaviour occurs, for example, in a high profile context where several individuals are exposed to the threatening behaviour and have been traumatically impacted. In these cases, CAPE will provide crisis response services to impacted individuals while concurrently conducting a threat assessment.

Crisis Response: *The Crisis Response Team is* a team of helping professionals (i.e. school administration, counsellors, mental health workers, victim services workers, etc.) who are trained to provide crisis intervention counselling or debriefing services to individuals in schools impacted by a crisis or traumatic event (suicide, accidental death,

serious violence, homicide etc.). In general terms, crisis response teams respond after the incident has occurred and are applying “emotional” or “psychological first aid”. When a crisis response team is called into a school, all members of the system are aware of the team’s presence and that they may receive services from the team, if requested.

1.3 Before the School Year Starts

Administration must:

Prepare a list of their Critical Response Team members’ names and phone numbers.

Determine the location of the Critical Response Manual within the school.

Review the contents of the manual with staff including roles and responsibilities of each member of the Critical Response Team.

Develop an Evacuation Plan for the school including key location(s), phone number(s), contact person(s), procedures and parent notification.

Develop a Lock-Down Procedure for the school.

Determine a location for emergency equipment (flashlights) and contacts (CAPE administration contact, police phone numbers, e-mail addresses).

Develop school fan-out system and phone numbers.

Develop school procedure for threat/risk assessment and crisis response.

Communicate with the school community (via student handbooks, agendas, newsletters, etc.) that policy guidelines are in effect, specifically that there are policies for responding to threats. Statements should read:

“Please be aware that CAPE staff will ensure that every threat will receive a reasoned and timely response.”

Orient new staff to all the above **procedures and review yearly** with returning staff.

1.4 The School Critical Response Team

Name	Position	Home	Office	Cellular
Teresa Di Ninno	Superintendent	N/A	403-528-2983	403-957-0403
Jeney Gordon	Principal	403-529-0439	403-528-2983	403-504-9178
Cali Berard	Vice-Principal	403-504-4350	403-528-2983	403-504-6048
Linda Krochack	Director of Student Services	403-529-6035	403-528-2983	403-502-0014
Joleine Hartman	Administrative Assistant	N/A	403-528-2983	403-928-0969

1.5 School Fan-Out Phone List

Emergency Dispatch

Phone No. **911**

Alberta Mental Health Risk Threat Team

Phone No. **403-529-3500**

Superintendent: Teresa Di Ninno

Phone No. **403-957-0403**

City of Medicine Hat (Moose Rec)

Phone No. 403-527-4170 or 403-952-7268

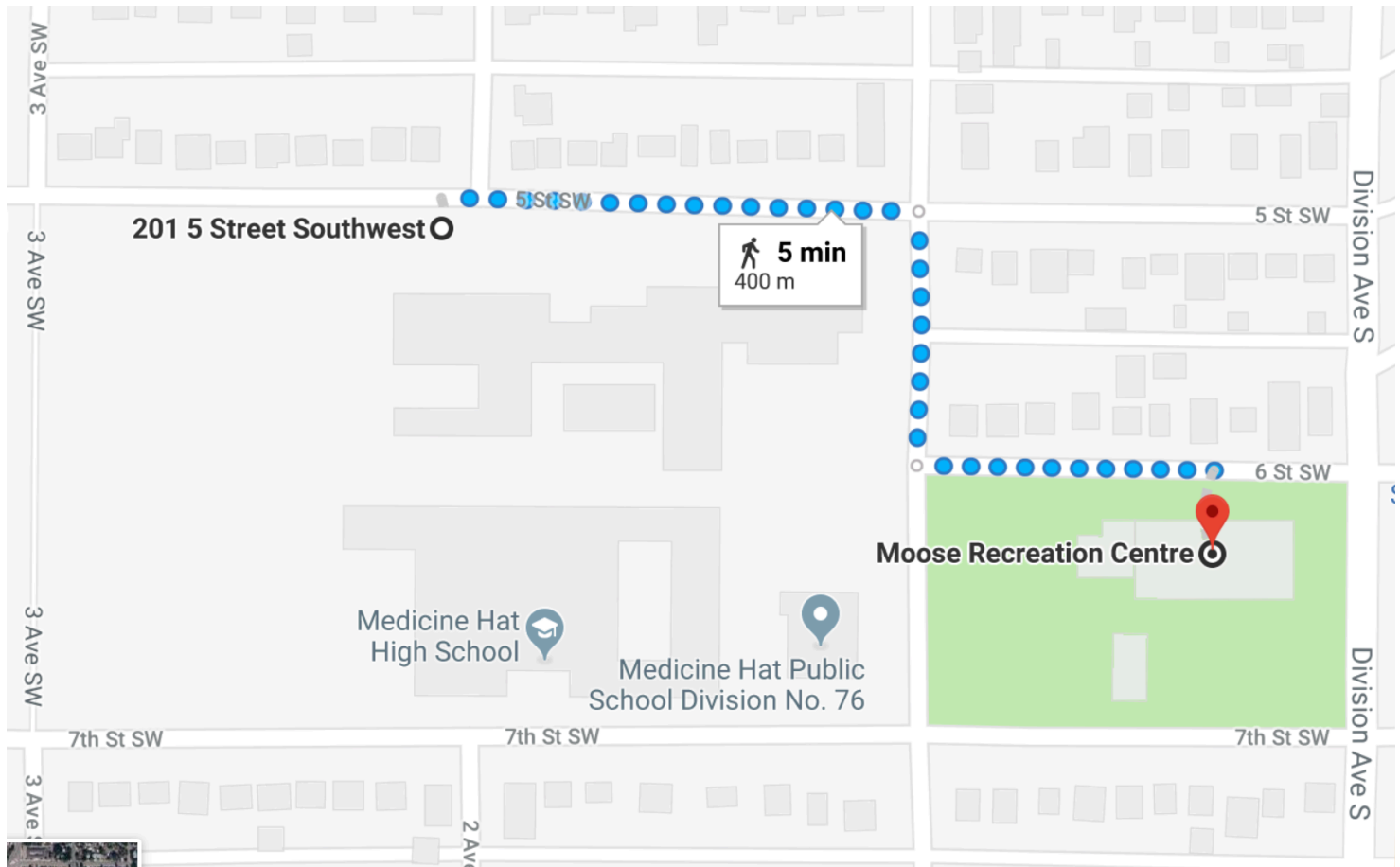
1.6 Reception/Evacuation Area(s)

Established location for students and family members to gather in the event of school evacuation.

Moose Recreation Center

602 Division Avenue SW Medicine Hat AB

403-527-4170



1.7 CAPE Critical Response Team Members 2019-2020

Name	Position	Home	Office	Cellular
Teresa Di Ninno	Superintendent	N/A	403-528-2983	403-957-0403
Jeney Gordon	Principal	403-529-0439	403-528-2983	403-504-9178
Linda Krochack	Director of Student Services	403-529-6035	403-528-2983	403-502-0014
Joleine Hartman	Administrative Assistant	N/A	403-528-2983	(403) 928-0969

1.8 Critical Response Community Support Team Members

Police representative: Keegan Clarke

Name: N/A

Phone Number: 403-529-8400. Cell: 403-581-7887

The Police representative will be responsible for responding to the crisis and directing EMT. Administration will take direction from EMT.

Alberta Mental Health (Medicine Hat Office): 403-529-3500

Medicine Hat Mobile Response Team Crisis Line: contact is the Community Safety Unit: Sgt Chris Sheehan at 403-529-8451

Medicine Hat Mobile Response Team Direct Line: accessed directly through Mental Health at 403-529-3500

She/he will provide a mental status exam where necessary and make recommendations to Team Members and parents/guardians. She/he will also provide the Threat Assessment Team Members with information related to the Mental Health Act, Chapter M-13.1, Section (f) Definition of a Mental Disorder and Section 10, 12 or 24 related to the conveyance of an individual to a Designated Facility.

Child Welfare:

Contact Phone Number(s): Alberta Mental Health Risk Threat Response Team 403-529-3500

Alberta Child and Family Service 403-529-3753

Children's Services Crisis Unit 1-800-638-0715

Help line (after hours): 1-877-303-2642

The administrator or counsellor should contact the intake worker at 403-529-8451 stating that they are "calling with regards to a threat assessment situation", and also share the following information with the intake worker:

- level of concern
- behaviour that has occurred
- who is at risk

- what other contacts are being made as a result of the threat (e.g. mental health, police, parent, etc.)
- whether there is a need for someone to attend a meeting the same day as the call or to attend a meeting on another day
- whether the call is being made as part of a fan-out or only for the purpose of raising the level of awareness

If the matter requires a response the same day, the intake worker will consult with a supervisor on the matter as soon as possible. If the matter requires a response (e.g. attendance at a meeting) on another day, the intake worker will inform the supervisor of the request. The supervisor or designate will decide who should attend the meeting at the school.

Physician: Where available, parents/guardians are to contact the student's own physician.

If not available, then contact:

Medicine Hat Regional Hospital Phone No. 403-529-800

Alberta Mental Health General Phone No. 403-529-3500

1.9 Critical Response Coordinator Role Description and Involvement Outline

CAPE is committed to the maintenance of safe and caring school environments.

The coordination of such services is conducted by the Critical Response Coordinator whose role it is to consult on, coordinate the services of, and provide support in the event of a Critical Response. The Critical Response Coordinator for CAPE is Jeney Gordon, Principal. In her absence, the Vice-Principal shall assume this role.

Contact numbers are:

Individual	Home	Office	Cellular
Principal	403-529-0439	403-528-2983	403-504-9178
Vice-Principal	403-504-4350	403-528-2983	403-504-6048

Involvement of the Critical Response Coordinator should be utilized directly at such time as the school-based Critical Response Team has determined that further assessment, support, and resources by a more complete multi-disciplinary team involving Additional

Critical Response Team Members, and applicable members of the Community Support Team are needed. Indirectly, the Critical Response Coordinator should be utilized for informal consultation, and more importantly, the collection of Critical Incident Documentation (i.e. Critical Incident Report).

2.0 Communication of Information

All communications stemming from a Critical Incident will be the responsibility of the Superintendent or their designate. Any requests presented at school for information should be directed to the Superintendent @ **403-957-0403**, or their designate, for a response.

The Superintendent, or their designate, will be responsible for contacting the Field Services Liaison Manager, **Randy Billey** (randy.Billey@gov.ab.ca, **780-427-5393**) or Leta Youck-McGowan (leta.Youck-McGowan@gov.ab.ca, 403-297-6239) Zone 6 Director for Alberta Education, **Ron Taylor** @ **(403) 297-5021** to relay information when a significant emergency event occurs in our school authority or school community.

TO BE UPDATED ANNUALLY