



Critical Response Plans

BACKGROUND & RATIONALE

CAPE (Public Charter) School is committed to the maintenance of a safe and caring school environment and staff will ensure that every student threat receives a reasoned and timely response. **There will be zero tolerance for not responding to student threats.** A Critical Response Team and Critical Response Plans must be established. CAPE's *Critical Response Manual* is the reference to be used in the development of any teams or plans.

PROCEDURES

1. The school administrative team is required to develop, implement and continually evaluate practices to prevent and respond to incidents or situations that disrupt teaching and learning.
2. The Superintendent shall provide direction, support and staff development opportunities to the school in the development and implementation of critical response plans and teams.
3. The principal shall:
 - a) be familiar with the CAPE's Critical Response Manual;
 - b) establish a trained school Critical Response Team to assess student threats;
 - c) manage in-school threats, and support students through trauma crisis;
 - d) 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 six (6) evacuation practice (fire drills) per year;
 - e) develop procedures and protocols in consultation with students, staff, parents, school council, and community resources that:
 - i) ensure that every student threat receives a reasonable and timely response
 - ii) provide for management of crisis and disasters affecting the school
 - iii) clarify roles and responsibilities of students, staff, parents and community resources that support a safe and caring school, and provide an information management and an internal/external communication protocol including annual due and fair notice of the school's plans to respond to all threats.

Critical Incident Intervention/Prevention Plans

4. **Tragic Injury or Death Bereavement**
The school shall have procedures and protocols in place to assist students and staff in dealing with pain and loss resulting from serious injury or death of a member of the school community.
5. **Bomb Threat/Suspicious Package**
The school shall have procedures and protocols in place to deal with bomb threats made through the phone system, email, note or written message, graffiti, or verbally.
6. **Intruder Threat**
The school shall have procedures and protocols in place to deal with:
 - a. Unauthorized or irate persons who pose a threat to students, staff or visitors in the school;
 - b. An armed threat involving a dangerous or deadly weapon;
 - c. A group of people threatening to disrupt school activities or cause personal or property damage.
7. **Hostage/Abduction Threat**
The school shall have procedures and protocols in place to deal with:
 - a. An individual or group being forcibly taken against their will on school property;
 - b. The unauthorized removal of a student, staff member or visitor from school property (abduction);
 - c. Suspected abduction.
8. **Fire Threat**
The school shall have procedures and protocols in place to deal with the threat of fire, including a minimum of six (6) practices per year.
9. **Lanyard Use**
The use lanyards by staff, students and parents in the school is prohibited.

Inclement Weather/Mechanical Failure

10. The school shall have procedures and protocols in place to deal with:

- a. Emergency school closure due to inclement weather and/or mechanical failure.
- b. Communication with parents regarding school closures.
(See Critical Response Manual, Policy & Procedures Section.)

Critical Response Manual

11. Schools should be familiar with and regularly update the Critical Response Plans contained within this manual.

References:

School Act, Section 18, 20, 45(8)

Policy 9.03 & 9.04

CAPE charter

CAPE Codes of Conduct

Adopted: March 14, 2013

Motion: #2013-3-14-13

Revised: February 2019