

	Lloydminster Catholic School Division – Administrative Procedures	
	AP 165 – Safe Schools	
Related LCSDF AP's	AP 160 – Health and Safety of Students and Staff AP 165.1 Appendix Lloydminster VTRA Community Protocol AP 165.2 Appendix Lloydminster VTRA Community Protocol -do NOT post (internal) AP 166 – Critical Incident Response Team (CIRT) AP 181 – Video Security Surveillance AP 216 – Physical Activity Programs AP 216 – Appendix A Sports Activity Handbook Guidelines AP 310 – Student Safety and Supervision AP 314 – School Action Plan for Emergencies (Contact LCSDF) AP 315 – Student Injuries At School	
Form(s)		
References:	<i>The Education Act, 1995</i> sections 85, 87, 175	
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Background

The Division shall strive to ensure that each student and staff member is provided with a safe environment. We are committed to creating and maintaining an environment in schools where students, staff, parents and others feel safe. To this end, the Division shall establish a protocol for responding to immediate risks within a building, student threatening behaviors and critical incidents.

Procedures

1. The Superintendent of Education will ensure that Division Administrative Procedures and crisis plans, and related handbooks are reviewed on an annual basis and revised as required.
2. The Superintendent of Education will ensure that Principals and Division Office administrators are involved in crisis management training on at least an annual basis.
3. The Superintendent of Education or designate will develop and maintain a Division Safety/Crisis Plan which:
 - 3.1 Establishes a Division Critical Incident Response Team (CIRT) AP 166 with assigned roles and responsibilities that is fully coordinated with other community crisis response services such as the RCMP and Mental Health.
 - 3.2 Ensures the annual review of the Critical Incident Response Team Appendix AP166 and training defined by the team.
 - 3.3 Maintains a focus on prevention and early intervention as well as crisis management.
 - 3.4 Outlines emergency procedures for schools (AP 314 School Action Plan for Emergencies)
 - 3.5 Provides Division level support to schools as required.
 - 3.6 Uses, as a guide for action, appropriate consequences; decided collaboratively.

4. When a crisis or perceived threat of a crisis occurs in one of the areas below, the Principal will immediately activate the appropriate response as outlined in AP 314 School Action Plan for Emergencies. The areas governed by these procedures include:
 - 4.1 Immediate Risk To Students and Personnel in a Building
 - 4.1.1 Bomb Threat
 - 4.1.2 Fire
 - 4.1.3 Chemical Spill, Explosion, Gas Leak
 - 4.1.4 Severe Electrical Storms, Wind Storms, Tornado
 - 4.1.5 Intruder/Unidentified Visitor
 - 4.1.6 Weapons
 - 4.2 Student Threatening Behaviors (VTRA)
 - 4.3 Critical Incidents Response
5. At the beginning of the school year, Principals shall review with staff members, procedures to ensure they remain consistent with the philosophy and intent of safe and caring schools. Provisions will be made to inform new staff members throughout the school year. The procedures reviewed include:
 - 5.1 The application of the Violent Threat Risk Assessment Protocol at the school level. Fair Notice Letters will be sent to all students from the school on behalf of the Division.
 - 5.2 School member representation on Division CIRT
 - 5.3 Fire drill, lockdowns, hold and secure and evacuations. (AP 314)
 - 5.4 Physical Activity Programs (AP 216)
 - 5.5 Sports Activity Handbook (AP 216 Appendix A) Guidelines
 - 5.6 Student Injuries at School (AP 315) and First Aid
 - 5.7 Student supervision (AP 310) and bus loading-unloading
 - 5.8 Health and Safety of Students and Staff (AP 160)
 - 5.9 Video Security Surveillance (AP 181)
6. The Director and the Superintendent of Education or designate shall be notified of all crisis situations impacting or with potential to impact a school or the Division. The notification will be made as quickly as possible after other emergency responders such as the police and fire department have been contacted.
7. Critical Incident Reports shall be completed and filed with the Deputy Director of Education's or designates office immediately following an incident.
8. The Superintendent of Education or designate may call response team members together to plan a Division response to the crisis situation.
9. The Director or designate will act as the primary spokesperson for the Division with respect to the media. In the event of a school emergency situation, the Director, in conjunction with the Principal and School Response Team, will prepare a statement that will be circulated to inform parents and the media.
10. If appropriate, a press conference will be conducted under the direction of the Director, who will designate any other spokespersons.

11. When a crisis situation occurs at the school level, the Initial Response Team, consisting of school personnel will be the first responders to the incident and will take charge of managing the situation. The school team is responsible for notifying both the CIRT and other emergency service providers when necessary. The initial communication shall be directed to the:
 - 11.1 Superintendent of Education, or designate, in charge of crisis response, and
 - 11.2 Director.
12. Upon receiving notification of a crisis situation, the Director will:
 - 12.1 Obtain all factual information available about the crisis situation.
 - 12.2 Prepare a preliminary statement including the Division response for use with the media, if appropriate.
 - 12.3 Coordinate with emergency responders, where possible.