



SCHOOL DISTRICT NO. 64

PROCEDURE 3053 Critical Incidents Management and Response

*"Inspire learners, Integrate sustainability,
Involve community"*

Section:

Dates of Revisions:

Date of Adoption and

Resolution Number: June 13, 2018- 76/18

1. Because the Ministry of Education does not set standards for critical incident responses in schools, the School District No. 64 Board of Education is responsible for setting its own standards for district schools, and will work cooperatively with school staffs and community to develop and administer School Critical Incident Response Plans, according to Ministry of Education guidelines.

1. Although each school community is different and has unique needs, all such plans should consider:
 - a. matters of cultural diversity; for example, the fact that beliefs around concepts of religions, death and the grieving process differ amongst cultures;
 - b. individuals at risk; including vulnerable students;
 - c. staff needs.

2. The Ministry's generic school critical incident protocol features ten steps, as follows:
 - Step 1 - Gather the Facts
 - Step 2 - Contact With the District
 - Step 3 - Activate the School Team
 - Step 4 - Communication With Staff
 - Step 5 - Set Up Counselling Centres
 - Step 6 - Talk with Students
 - Step 7 - Inform Parents
 - Step 8 - Funeral Information
 - Step 9 - Team Review
 - Step 10 - Remembrance Activity

These steps can be adapted to deal with any traumatic event.

References:

- BC Ministry of Education. Responding to Critical Incidents: A Resource Guide for Schools