



CALGARY BOARD OF EDUCATION

Administrative Regulation 1029.2 - Operation of Schools: Crises

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Definitions

- 1** In this regulation
- (a) “crisis” means a sudden unforeseen circumstance, trauma, or critical incident which is out of the ordinary operation of a school and may include
- (i) a spill of hazardous materials;
 - (ii) a fire or explosion;
 - (iii) a bomb or bomb threat;
 - (iv) a weapons incident;
 - (v) a serious accident;
 - (vi) serious criminal charges;
 - (vii) the death of a student or staff member;
 - (viii) a hostage taking;
 - (ix) an abduction;
 - (x) an armed intruder; or
 - (xi) any other incident which has the potential to cause a crisis.
- (b) “School Crisis Team” means the team established by the

principal at the school under section 2;

- (c) “System Critical Incident Response Team” means the team established by the Chief Superintendent under section 6.

School action

2(1) The principal of each school must

- (a) establish and maintain a School Crisis Team which includes the principal, school secretary, facility operator and at least one other administrator or delegate;
 - (b) ensure the School Crisis Team has plans in place to address possible crisis situations;
 - (c) ensure the School Crisis Team is familiar with the Crisis Manual and its location; and,
 - (d) ensure all members of the staff are familiar with the crisis plan which has been developed.
- (2) The school principal, in consultation with the Collaborative Learning Community Director, is responsible for the evacuation of the school in accordance with:
- (a) the Calgary Board of Education emergency response plan for evacuation, or
 - (b) the school flood evacuation plan for schools within the flood plain of the Bow or Elbow Rivers, or
 - (c) the school crisis plan.

School crisis team action

3 In a crisis, designated members of the School Crisis Team will

- (a) call the appropriate emergency service such as the Fire Department, the Police or Ambulance Services;
- (b) assume control of the school public address system;
- (c) issue clear instructions to staff and students;
- (d) contact the Collaborative Learning Community Director of the crisis;
- (e) contact the Director of Communications or designate;

- (f) contact the Coordinator of Organizational Support Services, if necessary, for assistance in dealing with the emotional needs of those involved directly or indirectly, or for consultation;
- (g) keep a record of all action taken; and,
- (h) prepare an incident report that outlines the incident, actions taken and required follow-up.

Communications **4** When advised of a school crisis, the Director of Communications or designate

- (a) must immediately advise the Chief Superintendent of Schools, the Office of the Trustees, the Corporate Security Advisor, and the appropriate Superintendent of the situation;
- (b) contact the Manager of Safety Services for spills of hazardous materials and serious accidents to staff;
- (c) advise the Manager of Insurance/Risk Management and Legal Services;
- (d) may advise the Calgary Board of Education system about the crisis, as the case may be;
- (e) may provide assistance to the School Crisis Team, Superintendents or Trustees in dealing with the media; and,
- (f) must contact the Coordinator of Organizational Support Services.

Hazardous materials and injury to staff **5** When advised of a spill of hazardous materials or a serious accident to staff, the Manager of Safety Services will contact the appropriate authorities to report the incident.

System critical incident response team **6** The Chief Superintendent will appoint a System Critical Incident Response Team for a three-year term, renewable. Each member of the team must be a qualified crisis counselor who has volunteered to be available to provide assistance in crisis situations. The membership of the System Crisis Resource Team will be maintained at approximately twenty persons in order that there will always be counselors available, and no one person will be called upon or be

away from regular work for an inordinate amount of time.

**System critical
incident team
action**

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The Coordinator of Organizational Support Services

- (a) will coordinate the System Crisis Resource Team;
- (b) will provide ongoing training opportunities for Team members;
and,
- (c) upon the request of a Principal or Assistant Principal, may assign counselors from the System Crisis Resource Team to assist staff, students, and parents in dealing with the trauma that may result from a crisis in a school or other work location and will name one of the persons assigned as the team leader.

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February 15, 2003

References

**Administrative Regulations
References:**

- 1029 - Operation of Schools
- 3021 - Fire Drills,
- 3049.1 - School Flood Evacuation Plan
- 8003 - Fire Prevention Measures
- 8007 - Disposal of Hazardous Waste

Reference Manuals:

- Crisis Manual
- Insurance/Risk Management Manual

Contact Person:

- Coordinator of Organizational Support Services