



EBCA RESPONSE TO CRISIS

Sunrise School Division defines a crisis as an emergency situation that has resulted in the loss of life or sudden serious injury to a student or staff member. We respond to crisis situations using a specific and planned approach, according to the procedure outlined below.

Note: Not all the points will be applicable in every case.

First Steps – School Principal Checklist

- € Immediately contact the Divisional Crisis Team Chair – speak to them personally.
- € Request an official statement from the local RCMP detachment – must have before 8:15 a.m.
- € Instruct the School Crisis Team and Divisional Crisis Team to meet at 7:30 a.m. in the school.
- € Contact staff and inform them of an 8:15 a.m. and 3:30 p.m. staff meeting. Do not provide detailed information.

After these steps have been completed, the Crisis Team will assume control and responsibility for management of the crisis situation.

Next Steps – Divisional Crisis Team Checklist

- € Designate a crisis team headquarters (separate from the office and equipped with a phone) and counselling areas for groups and individuals.
- € Collect information about the event.
- € Make a list of people most likely to be affected.
- € Divide responsibilities to best support the needs of the school.
- € Run off support packages for school staff.
- € Determine which community resource people should be contacted.
- € Prepare a statement for teachers to read to their students.
- € Designate the next meeting time for the Crisis Team to come together.
- € Direct the staff meeting at 8:15 a.m. and 3:30 p.m.
- € Meet with bus drivers at 9:00 a.m.

Divisional Crisis Team Secretary Responsibilities

- € Copy and bring support teacher package materials to meeting.
- € Contact the transportation supervisor to have bus drivers come in at 9:00 a.m. for a meeting.
- € Provide a statement to be shared with staff and students.
- € Inform the Division Office when the Crisis Team is at the school.
- € Answer phone calls and support office staff as instructed by the Crisis Team.
- € Inform other secretaries of protocol for responding to the public.
- € Organize refreshments for the Crisis Team (e.g., coffee, muffins, lunch).
- € Contact the custodian to lower the flag if necessary, after morning opening exercises.

Cross Reference:		
Date Adopted: August 1, 2017	Date Amended:	Board Motion(s):