



Administrative Procedure: Crisis Response

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1.0 Introduction

- 1.1 The Superior North Catholic District School Board is committed to establishing and maintaining a safe and secure learning environment for its students, staff and community. Crisis management is a key component of safe school planning. The Board believes that the safety and security of students and staff are of paramount importance in the event of a crisis situation. The intent of crisis response planning is:
 - 1.1.1 To reduce uncertainty and the likelihood of error during a crisis situation;
 - 1.1.2 To hasten response time; and,
 - 1.1.3 To instill confidence in school administration and staff who must be relied upon to address the crisis situation quickly and effectively.
- 1.2 While schools cannot prevent crises from occurring, they can be prepared to respond quickly, efficiently and appropriately to ensure the safety and well-being of all concerned when a crisis does happen. As well, young people need suitable models or standards for their behaviour in times of stress and grief. It is often the school system, in collaboration with families and parishes, that is called upon to support young people and to demonstrate the right way to respond when unexpected situations occur.

2.0 Purpose of the Crisis Response Manual

- 2.1 This Crisis Response Manual is a comprehensive resource that includes the various documents and tools that the Board has developed to manage different crises or emergency situations. The manual is designed to be user friendly, easily accessible, and to serve as a handy reference to school and system administration for the many important details that must be considered before, during and following a crisis situation. The manual has been prepared with the assistance of community agencies such as the Ontario Provincial Police (OPP), local fire services, among others, for which the Superior North Catholic District School Board is grateful.
- 2.2 A copy of the manual is to be kept in each school in the Principal's Office and a copy at the Board Office.
- 2.3 The manual must be complete, accessible and reviewed by the Principal and staff before classes begin each year.
- 2.4 The following areas are included in the manual:
 - 2.4.1 Crisis Response Tree and Emergency Calling Lists
 - 2.4.2 School Fire Safety Plan
 - 2.4.3 School Information
 - 2.4.4 Crisis Management Plan
 - 2.4.5 Crisis Response Lockdown Procedure
 - 2.4.6 Power Outage Safety Plan Procedures
 - 2.4.7 Emergency Early Dismissal/Evacuation Procedures
 - 2.4.8 Staff and Student Injury Protocol
 - 2.4.9 Student Abduction/Missing Student Protocol
 - 2.4.10 Wind Chill Hazards

- 2.4.11 School Safety Plan - Bus Accident - Daily Transportation and Field Trips
 - 2.4.12 Crisis Management Plan - Tragic Event
 - 2.4.13 School Safety Risk Assessment - School Security Considerations
 - 2.4.14 Procedures for Search and Seizure
 - 2.4.15 Parent and/or Guardian - Teacher Protocol
 - 2.4.16 School Evacuation Plan - Code Black - Bomb Threat
 - 2.4.17 Violence Risk Assessment Checklist
 - 2.4.18 Police Protocol
- 2.5 The Superior North Catholic District School Board Safe School Committee is responsible for updating the manual on a yearly basis.