



TRAUMATIC EVENTS RESPONSE

Responsibility:	<i>Superintendent, Student Achievement & Well-Being</i>
Legal References:	<i>Education Act</i>
Related References:	<i>Policy 6000 – Safe Schools</i> <i>Administrative Procedure 1350 – Aftermath of a Violent Incident – Victim/Witness Support</i> <i>Administrative Procedure 1360 – Safety Response Issues in Schools</i> <i>Administrative Procedure 1370 – Responsibility for Maintaining Safety, Security and Order in Schools</i> <i>Administrative Procedure 3040 – Bomb Threat</i> <i>Administrative Procedure 3090 – Lockdown Procedures (Code Red) Violent Acts/ Intruders</i> <i>Administrative Procedure 3200 – Funeral Attendance by School Staff</i>
Revisions:	<i>March 2016</i>
Reviewed:	<i>March 2016</i>

1. Preamble

- 1.1 Trauma is an event or situation that causes distress or disruption to individuals or a group. The following procedure outlines the process for the management of traumatic events. System support is offered for the following traumatic events: sudden death, anticipatory grief, suicide, violence, lockdown/hold & secure/shelter in place, critical incident (e.g. natural disaster, accident, fire, etc.) and public diplomatic stress.

2. Definitions

- 2.1 Sudden Death: An unexpected death of student, staff or family member.
- 2.2 Anticipatory Grief: An expected death of student, staff or family member (e.g. serious or critical illness).
- 2.3 Suicide: The act of a human being intentionally causing his or her own death.
- 2.4 Violence: A serious violent incident or threat of violence experienced by an individual and/or witnessed by others.
- 2.5 Lockdown / Hold & Secure / Shelter in Place: Used to secure the school due to a major incident or threat of school violence within the school, or in relation to the school, an ongoing situation outside and not related to the school, or an environmental weather related situation, where it is necessary to keep all occupants within the school.
- 2.6 Critical Incident: Is a natural or man-made event that causes significant physical damage, injury or emotional distress (e.g. tornado, accident, fire, etc.).
- 2.7 Public Diplomatic Stress: Significant or unexpected situations that may negatively affect public opinions and perceptions of the educational system (e.g. allegations of improper conduct of a board employee).

3. Responsibilities of Principals and Managers

- 3.1 When a traumatic event occurs, the principal or manager will maintain the leadership role and shall:
 - 3.1.1 Contact and consult with the appropriate Superintendent, Student Achievement & Well-Being;
 - 3.1.2 Contact and consult with the Traumatic Events Lead.

4. Responsibilities of Traumatic Events Coordinator

- 4.1 The Traumatic Events Lead shall:
 - 4.1.1 Assess the impact of the trauma;
 - 4.1.2 Deploy appropriate resources to the site (e.g. traumatic response team, community resources, etc.);
 - 4.1.3 Consult and collaborate with senior administration, managers, school administrators and others as deemed appropriate;
 - 4.1.4 Debrief traumatic response.

5. Responsibilities of Traumatic Events Team

- 5.1 Under the direction of the administration the team can:
 - 5.1.1 Assist the administration to develop a traumatic response plan;
 - 5.1.2 Provide in-class support for students and staff;
 - 5.1.3 Offer age appropriate lesson plans regarding loss and grief;
 - 5.1.4 Provide administrative and school staff support to assist in managing the trauma, which may include any duties related to the regular operation of the school;
 - 5.1.5 Provide strategies for students with special needs during times of loss and tragedy;
 - 5.1.6 Provide information and resources in consideration of diverse cultural and faith-based populations during loss and grief;
 - 5.1.7 Connect schools and families to appropriate community agencies for immediate or long-term support.