

ADMIN PROCEDURES MANUAL

Administrative Procedure 165 - Appendix B

Section II: Protocol and Procedures

Responding to Threats - A Guide

Any person who is concerned will CALL 911 in the event of an immediate threat. High risk behaviours that may pose a risk/threat to others must be reported to the SCHOOL PRINCIPAL/DESIGNATE who will initiate the Emergency Preparedness Plan.

Medium - High Risk Behaviours Worrisome Behaviours - Low Immediate Threat - Call 911 Included but not limited to violent Included but not limited to: Included but not limited to: Possession of weapon /replica Weapon in possession that poses Bomb threat plan Drawing pictures serious threat to others Writing stories/journals Verbal/written/internet threats to Plan for serious assault Vague threatening statements kill/injure (specific and plausible) Homicidal/suicidal behavior that threatens safety Unusual interest in fire Internet threats to kill or injure self/ Significant change in child's baseline others Violent intruder/assailant Fire setting behaviour Threatens other acts of violence Specific bomb threat Increase of intensity and/or frequency of worrisome behaviour School Threat Assessment Team District Threat Assessment Team Implement Emergency Preparedness (STAT) (DTAT) Plan Lead: school principal consults with Lead: school principal consults with DTAT School Based VTRA team and staff to to develop a plan: Lockdown/lockout or evacuation develop a plan and consider: Contact Superintendent/designate Principal will contact the Safe School Refer media to Superintendent of Complete Stage I: Info. Gathering Coordinator or Associate Schools or designate Superintendent to initiate DTAT Consult Safe Schools Coordinator or Superintendent to inform Safe School Associate Superintendent as Access community partners as Coordinator/Designate and police appropriate necessary liaison Access DTAT community partners as Complete Stage II: Risk Assessment and Stage III: Intervention Plan necessary Monitoring Case Management Immediate Crisis Resolved DTAT to meet, debrief and request

- School based team review
- Community partner consultation as
- Offer support and interventions as required
- Retain documentation in G4 file
- Lead: school principal consults with DTAT to develop a plan:
- Principal will contact the Safe School Coordinator or Associate Superintendent
- support from Critical Incident team if needed
- Involve community partners
- Investigation and assessment/ review
- Initiate VTRA Risk Assessment Stage I
- Retain documentation in G4 file

Reference: Violence Threat Risk Assessment Protocol

SD No. 40 (New Westminster)

Adopted: May 30, 2017