



KAWARTHA PINE RIDGE DISTRICT SCHOOL BOARD

ADMINISTRATIVE REGULATIONS

Section:	Educational Services	Regulation Code: ES-1.1.6
	• Student Welfare	
Regulation:	SAFE, CARING AND RESTORATIVE SCHOOLS: CRITICAL INCIDENTS	Policy Code Reference: ES-1.1 Page 1

This administrative regulation is written in accordance with the guiding principles in Board Policy No. ES-1.1, Safe, Caring and Restorative Schools.

A critical incident is defined as an unexpected event that may disrupt the emotional well-being of students and staff members. Within this broad umbrella are crises and tragic events, which could require different responses.

1. School-based Critical Incident Response Team

Principals shall, by September 15 each year, establish a School-Based Critical Incident Response Team, and shall forward, using the form provided, by September 30 each year, a list of members of that team to the Social Work Supervisor, together with a request for in-service training of team members as deemed necessary and appropriate.

2. Educational Services Critical Incident Response Team

School-based Critical Response Teams shall be supported by an Educational Services Critical Incident Response Team of professionals from Social Work Services and Psychological Services staff.

3. Notification of a Critical Incident

In the event of a critical incident, principals shall call the School Board Counsellor assigned to the school to consult regarding the appropriate response. Principals shall inform the appropriate superintendent of student achievement of the agreed upon response plan. The superintendent of student achievement will advise the Director of Education, the local trustee and the Communications Officer.

4. Media Contact in the Event of a Critical Incident

Principals shall contact the Communications Officer for advice and assistance in dealing with the media and in preparing a press release.