

**SCHOOL DISTRICT NO. 51 (BOUNDARY)**

**P O L I C Y**

<b>SECTION</b>	<b>TITLE</b>	<b>NO. 4041</b>
<b>HEALTH/SAFETY</b>	<b><u>Critical Incidents</u></b>	

**DATE ADOPTED:** March 13, 2001

**DATE AMENDED:**

The Board expects that each school will develop contingency plans in conjunction with District and local authorities to deal with emergent situations in accordance with Ministry of Education Critical Incidents guidelines. The Board expects that a school's Critical Incident Procedure will be reviewed on an annual basis to ensure its effectiveness.

**R E G U L A T I O N S**

1. Schools are expected to establish and conduct emergency (earthquake, fire) evacuation drills at the start of the new school year.
2. In order to minimize disruption, schools are encouraged to combine emergency procedures (e.g. earthquake drill and fire evacuation).
3. After each bona fide critical incident, a debriefing session will be convened, chaired by the Superintendent or designate, to review procedures related to the incident.
4. The Critical Incident Review will address the procedures outlined in District Form CI 01.

## Critical Incident Debriefing

### 1. INTRODUCTORY PHASE

Purpose: To introduce the CID team and to explain the process.

### 2. FACT PHASE

Purpose: To reconstruct the event in detail in chronological order, as an unbroken "historical time line," viewed from all sides and perspectives.

### 3. THOUGHT PHASE

Purpose: To personalize the event and shift focus.

### 4. REACTION PHASE

Purpose: To identify and ventilate feelings (emotions) raised by the event.

### 5. SYMPTOM PHASE

Purpose: To normalize personal physical stress responses.

### 6. TEACHING PHASE

Purpose: To reassure by educating that the feelings and stress symptoms are normal reactions to abnormal conditions, they may last a while, but can be expected to resolve normally.

### 7. REENTRY PHASE

Purpose: Complete and close the debriefing.