

**THE PROTESTANT SEPARATE SCHOOL BOARD
OF THE TOWN OF PENETANGUISHENE**

POLICY MANUAL

POLICY TITLE:**SECTION/CODE:****Tragic Event Preparedness and Response****School Operations D-30**

APPROVAL DATE:**SUPERSEDES:****NUMBER OF PAGES:****REVIEW DATE:****February 13, 2023****February 11, 2019****Page 1 of 2****February 2027**

POLICY STATEMENT

This policy has been developed to support administrators and school teams when responding to a tragic event. Tragic events are a reality that a school may face. Tragic events impact student performance and life in school and thus an appropriate response by the administration and school team can significantly improve student and staff wellbeing.

POLICY PURPOSE

To support administrators and school teams when responding to a tragic event.

DEFINITIONS

Tragic Event: A tragic event is virtually anything out of the ordinary, something unexpected that disrupts the emotional wellbeing of students and staff members. Within this broad umbrella are crises and traumatic events, which may require somewhat different responses.

Tragic Event Response Team: Burkevale has a School-Based Tragic Event Response Team and protocols developed to guide supportive response (please see the Tragic Events Handbook for further details). Office secretarial staff are key during a tragic event as they are often dealing with communication (telephone inquiries, letters home, etc.).

Tragic Event Response Team: When a tragic event occurs, the Principal shall contact the Mental Health Lead and Supervisory Officer. Each event is unique and requires a concise assessment; this assessment may change as time and events unfold.

1.0 CLARIFYING FACTS / NOTIFICATION

1.1 When a Principal receives information that a tragic event has occurred, the Principal shall clarify and confirm the information with a reliable source (e.g., police, family members) and obtain permission to communicate any personal information related to the event.

1.2 Based on the information gathered, the Principal will consult with the Mental Health Lead and Supervisory Officer to engage the Tragic Event Response Team.

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2.0 ACTIVATION OF TRAGIC EVENT RESPONSE TEAM AND COMMUNICATION

The Mental Health Lead will liaise with the school Principal, and the Supervisory Officer regarding communication and planned response at the school.

3.0 NOTIFICATION OF SCHOOL STAFF

After consultation with the Supervisory Officer the Principal will utilize the appropriate communication strategy to notify staff and arrange for a standup staff meeting at the earliest opportunity.

4.0 TRAGIC EVENT RESPONSE

4.1 The Principal and Mental Health Lead will engage the Tragic Event Response Team, and will develop a plan that addresses the needs of staff and students that is specific to each individual event or situation.

4.2 The Tragic Event Handbook will provide the foundation for decision making and the planned response.

5.0 MEMORIALS

Principals should reference Tragic Event Response Handbook re: Memorials and consult with the Mental Health Lead and Supervisory Officer as necessary.