

Critical Incident Quick Reference - Surrey SD #36 (Theresa Campbell)

Violence/Weapons/Threats

REMEMBER:

- ☐ Your own safety is the first priority.
- ☐ Do not get between or physically restrain combatants.
- ☐ Do not chase combatants.
- ☐ Do not try to take weapons away from anyone.
- ☐ Call **911** for police assistance and send for extra staff assistance as necessary.
- ☐ Assess your ability to intervene safely.
- ☐ Walk to the scene with another staff member - do not intervene alone.
- ☐ Disperse crowd on approach; give simple, loud verbal commands - "STOP!"
- ☐ Use combatants' names, if possible.
- ☐ Watch for weapons and proceed accordingly (see below).
- ☐ Obtain medical assistance, as necessary.
- ☐ Assign staff to stay with any injured parties and accompany to hospital if necessary.
- ☐ If a crime has been committed, try to screen off the scene to protect evidence.
- ☐ Designate staff persons to obtain names of witnesses (keep witnesses separate if the police are attending the scene).
- ☐ Contact Assistant Superintendent or Director of Instruction, Continuing Education and Manager, Communications as necessary.
- ☐ Contact District Resource Counsellor as necessary.
- ☐ Activate school's Critical Incident Response Team as necessary.
- ☐ Notify parents as necessary.
- ☐ Complete documentation as required (if staff involvement complete WCB form and notify Manager, Health, Safety & Benefits).

IMMEDIATE POST-INCIDENT:

- ☐ Consult with a Violence Threat/Risk Assessment Team member if:
 1. violence appears unprovoked.
 2. clear victim and perpetrator dyad with power imbalance (age, size, social power, etc.).
 3. intent to harm present.
 4. if the frequency, intensity, recency (FIR) of the violence denotes a significant increase in behavioural baseline of the perpetrator(s).
- ☐ Activate Violence Threat/Risk Assessment Team and protocol if:
 1. direct, clear, and plausible threats to kill or seriously injure are communicated.
 2. when illegal weapons (knives, guns, replicas, machetes, etc.) are brandished or used in the commission of the offence.
 3. when there is intent to seriously injure the target(s).

WEAPONS INVOLVED:

- ☐ Keep distance (7 metres minimum between you and the individual with weapon).
- ☐ Don't attempt to take the weapon away.
- ☐ Ask the individual to put the weapon down and walk away from it.
- ☐ Do not confront the individual in front of others.
- ☐ With the assistance of another staff member, escort the individual to the office.
- ☐ Immediately secure all weapons with minimal handling.
- ☐ Police need to be made aware promptly whenever weapons are seized/involved. Police response is affected by individual circumstances.
- ☐ Activate Violence Threat/Risk Assessment Team and protocol when illegal weapons (knives, guns, replicas, machetes, etc.) are brandished or used in the commission of the offence.

THREATS:

- ☐ Follow the Violence Threat/Risk Assessment Protocol on the following page.
- ☐ If **written**, handle with care and immediately put in folder to preserve evidence.
- ☐ If **verbal**, immediately document all details, and if in person, proceed using procedures for responding to violent incidents (see above).
- ☐ Keep victim informed and provide information to staff, students, parents as necessary.

Violence Threat/Risk Assessment Protocol

High-Risk Student Behaviours

1. Any SD #36 (Surrey) employee having knowledge of student violence or threat-making behaviour shall promptly report the information to the Principal or designate who will respond accordingly.
2. Principals have received training in threat assessment. As a result, all schools have the capacity to conduct an initial review (gathering of information) to determine whether activation of the Initial Response Team (IRT) is warranted. The IRT consists of the following personnel: Principal or designate, District Resource Counsellor and School Liaison Officer. When in doubt or unsettled (red flag) consult with your District Resource Counsellor and/or School Liaison Officer.
3. If activation of the IRT is deemed necessary the Principal will contact the District Resource Counsellor, School Liaison Officer and Assistant Superintendent.
4. If data is obtained that indicates that the student in question actually poses a threat, the Initial Response Team may involve other community/district personnel trained in threat assessment to assist with an intervention plan. This process will be deemed activation of the Comprehensive Assessment Team (CAT).
5. **Reminder of WCB requirement:** If any district employee is the target of threats or violence, please contact the Manager, Health, Safety and Benefits at **604-599-7474**.

ADDITIONAL INFORMATION: QUICK REFERENCE CHECKLIST

Categories:

Immediate Risk Situations

- (i.e. student is in possession of a gun , or any other weapon while displaying threatening behaviour)

High-Risk Student Behaviours

- serious violence (see violence/weapons section)
- possession of a weapon
- making threats to destroy a school (i.e. bomb, fire)
- verbal/written threats to kill

Worrisome Behaviours

- majority of concerning behaviour
- drawing disturbing pictures
- writing disturbing stories, etc.

High Profile Threat Related Behaviours

- elevated sensitivity by school community
- dramatic overreaction due to traumatic stimuli

Procedures:

Call 911

- initiate appropriate school safety procedure
- refer to Critical Incident Quick Reference

Activate Initial Response Team (IRT)

- contact DRC, SLO, and Asst. Superintendent

Consult with DRC

- recommended

Activate Initial Response Team (IRT)

- recommended