



## AP-C-201.1 Critical Response Plans

### Administrative Procedures

Revised January 14, 2013

#### BACKGROUND & RATIONALE

Foundations for the Future Charter Academy is committed to the maintenance of safe and caring school environments and staff will ensure that every student threat receives a reasoned and timely response. There will be zero tolerance for not responding to student threats. A Critical Response Team and Critical Response Plans must be established in each campus. Foundation for the Future Charter Academy's *Critical Response Manual* is the reference guide to be used in the development of any teams or plans.

#### PROCEDURES

1. All campus administrative teams are required to develop, implement and continually evaluate practices to prevent and respond to incidents or situations that disrupt teaching and learning.
2. The Superintendent or designate shall provide direction, support and staff development opportunities to campuses in the development and implementation of critical response plans and teams.
3. All Principal Educators shall:
  - a. be familiar with the FFCA Critical Response Manual.
  - b. establish a trained Campus Critical Response Team to assess student threats, manage in-school threats, and support students through trauma crisis.
  - c. ensure that all staff and students are trained, to the level of their responsibility, in lockdown procedures, including a minimum of 3 lockdown practices and one evacuation practice per year.
  - d. develop action plans in consultation with students, staff, parents, school council, and community resources that:
    - i. ensure that every student threat receives a reasoned and timely response
    - ii. provide for management of crisis and disasters affecting the school
    - iii. clarify roles and responsibilities of students, staff, parents and community resources that support a safe and caring school, and
    - iv. provide an information management and an internal/external communication protocol including annual due and fair notice of the school's plans to respond to all threats.

#### Critical Incident Intervention/Prevention Plans

##### 1. Tragic Injury or Death Bereavement

Campuses shall have an action plan with procedures and protocol to assist students and staff in dealing with pain and loss resulting from serious injury or death of a member of the school community.

##### 2. Bomb Threat

Campuses will have an action plan with procedures and protocol to deal with bomb threats made through the phone system, email, note or written message, graffiti, or verbally.



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#### 3. Intruder Threat

Campuses will have an action plan with procedures and protocol to deal with:

- a. Unauthorized or irate persons who pose a threat to students, staff or visitors in the school;
- b. An armed threat involving a dangerous or deadly weapon;
- c. A group of people threatening to disrupt school activities or cause personal or property damage.

#### 4. Hostage/Abduction Threat

Campuses will have an action plan with procedures and protocol to deal with:

- a. An individual or group being forcibly taken against their will on school property;
- b. The unauthorized removal of a student, staff member or visitor from school property (abduction).

#### 5. Fire Threat

Campuses will have an action plan with procedures and protocol to deal with the threat of fire, including a minimum of 5 practices per year.

#### 6. Lanyard Use

Campuses will ensure that all lanyards used by staff, students and parents in the school are break-away lanyards.

### **Inclement Weather/Mechanical Failure**

FFCA has plans in place to deal with:

- a. Emergency school closure due to inclement weather and/or mechanical failure.
- b. Communication with parents regarding school closures.

(See Critical Response Manual, Policy & Procedures Section.)

### **Critical Response Manual**

Schools should be familiar with and regularly update the Critical Response Plans contained within this manual.