



Administrative Procedure 2100

Risk Response

Board Governance Policy Cross Reference: [1](#), [11](#), [12](#), [13](#)
Administrative Procedures Cross Reference:

Form Cross Reference:

Legal/Regulatory Reference:

[The Safe Schools Charter](#)

[Public Schools Act](#)

[Education Administration Act](#)

Date Adopted: November 2003

Date Amended: June 2011; December 2017

The Brandon School Division, in the interest of providing a safe environment, has developed a *Risk Response Manual* to address any incident that may pose a risk to students, staff or facilities. The *Risk Response Manual* provides a format for assessment of and intervention in critical incidents such as emergencies and environmental dangers, threats and tragic events.

Each School Leader will establish an emergency response plan for their school in consultation with the School Advisory Council or its equivalent at that school and review the plan annually.

A school's emergency response plan must include:

- a) the role of the principal, staff, and counselling and crisis intervention personnel in the event of an emergency; and
- b) procedures for:
 - i. controlling visitor access to the school site,
 - ii. communicating inside and outside the school building in an emergency,
 - iii. contacting pupils' parents or guardians in an emergency,
 - iv. responding to the threat posed by a person having a weapon on the school site,
 - v. dealing with bomb threats, fires, chemical spills and weather-related emergencies, and
 - vi. evacuating school buildings and carrying out practice drills;

Each school and building is to identify staff responsible for each critical incident team. Training will be provided for each staff team. A written report for each critical incident is to be submitted to the Superintendent/CEO within forty-eight (48) hours of the occurrence.