

APPENDIX C: Administrators Quick Guide



THREAT ASSESSMENT: Administrators Quick Guide

*If there is imminent danger, call 911.

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| Step 1 Secure safety - address any immediate risk factors | <ul style="list-style-type: none"> If necessary, appropriately monitor and/or detain the student(s) of concern until WPS is present. Do not allow "student(s) of interest" access to coats, backpacks, desks, lockers or phones. Determine if the threat-maker has immediate access to means/weapon(s). |
| Step 2 Contact Threat Assessment Team members | <ul style="list-style-type: none"> Contact Threat Assessment team and: <ul style="list-style-type: none"> - review the threat and agree on activation of team and most appropriate members; - involve members of clinical team (Social Worker and Psychologist) to assist with data collection ASAP; and - seek out previous history and do background checks as per protocol (such as previous threats and targets with MET# in our system plus connect with agencies (AFM, Child Welfare, Justice, other). |
| Step 3 Contact police for consultation | <ul style="list-style-type: none"> Call the trained VTRA police member (SRO) and share initial data. <ul style="list-style-type: none"> - Police will determine if a history of weapons possession, use or violence is noted in records they can access. Answer: What data can we collect in the first hour? |
| Step 4 Check locker, desk, backpack, phones etc. | <ul style="list-style-type: none"> Follow the Pembina Trails School Division procedures to check threat maker's backpack, locker, desk, phone. Take photographs or copies of anything found of concern. Do this before WPS/SRO is present. This is the responsibility of school administrators. You may choose to do this <i>before calling</i> SRO. |
| Step 5 Team meeting to determine next step | <ul style="list-style-type: none"> Principal (or designate) in collaboration with the clinicians, will determine if team will move forward with further assessment (police may be consulted). If so, agree who will strategically interview sources of data including all participants directly and indirectly involved, as well as "hard" data collection as outlined in the Report Form. |
| Step 6 Notifications | <ul style="list-style-type: none"> Notify threat-maker(s) and target(s), parent(s) or guardian(s) at earliest convenience. |
| Step 7 Clinician led interview with threat-maker and parent(s)/guardian(s) | <ul style="list-style-type: none"> Clinician uses the Report Form as a guide. It is suggested that a clinician and a member of the school-based team conduct interviews together, including the threat maker. |
| Step 8 Team meeting - review data and determine level of risk | <ul style="list-style-type: none"> Using Report Form as a guide, team members review all information collected. As a team, determine level of risk and record on Report Form. |
| Step 9 Decide on a course of action | <ul style="list-style-type: none"> Use data collected to guide and determine Intervention Plan. If "medium to high" level of concern, consider recommending and engaging additional assessment as required. |
| Step 10 Communication and storage of plan | <ul style="list-style-type: none"> Upon completion, only the Intervention Plan is to be shared with the threat-maker and parent(s)/guardian(s). Clinician(s) will secure Release of Information forms if further assessment is required. Send completed Report Form along with any supporting documentation (notes, photos, texts) to Coordinator of Clinical & Extended Services for safe storage. |

Ensure ongoing consultation with SAT Link throughout process.

Complete online Threat Assessment Incident Report at earliest convenience.