Violent Threat Risk Assessment (VTRA)

This page provides information to help assess whether a threat is **Imminent** or **Not Imminent** and the protocol to follow.

> A **threat** is an expression of intent to do harm or act out violently against self, someone else or something. Threats may be verbal, written, drawn, posted on the Internet or made by gesture. Threats are serious, and it is important to determine whether or not a threat poses an imminent risk.

Definitions

- Imminent Threat
  - If a weapon is involved or a serious or plausible exists threat within the building
- Not Imminent Threat
  - Outside the building
  - Threats, threat-related, or worrisome behaviour indicating potential harm to self or others (speech, action, assignments, etc) is serious but **not** imminent. Please discuss with your LG RA to help assess and determine the next steps.
- Sample Threat Assessment Protocol (SD35) flowchart page 12

General Information

1. Immediately contact your Administrator, who will then follow up as needed.
   1. This would include suicidal behaviour or self harm, violent threat toward student, staff or school, sexual assault, pornography.
   2. Threats can take the form of written assignments, art, spoken words, text messages, photos, or online social media postings.
2. If a cell phone with a threat is confiscated, remove the SIM card, or immediately turn the phone to airplane mode.
   1. Turn the phone into an administrator. **Do not take screenshots or forward photos which could be considered pornographic material.**
3. Complete an Incident Report and follow directions from LG Director.

> “ Reminder for threat protocol and all lockdowns:

> - Do not speak to the media
> - Freeze all outgoing messaging; restrict all student cell phone use to keep communication lines open for all leaders involved.
> - Put all cell phones to “silent mode”
> - Await and follow further direction
> - Director of LG and/ or Heads of School to review follow up email to parents prior to sending and determine next steps.
> - Follow-up with incident report and action points as determined together with team involved

Imminent Threat Protocol

This protocol is for addressing threats that are immediate or imminent, where there is a clear and present danger to students or personnel.

1. Call 911
2. Adhere to the Lockdown procedures (Code Red) as outlined below.
3. Call the Head of Schools or Chief Operating Officer as soon as possible to alert them of the scenario.
   - Sara Kraushar (778-554-5515)
   - Craig Kwiatkowski (250-859-2202)
4. Call LG Director or LG RA as soon as possible.
   - LG Director: Christine Loewen (250-571-2594)
   - LG Director: Jonathan Zuidhof (604-302-3788)
   - LG RA phone number:
     - Andria Lengkeek (604-780-5731)
     - Lisa Franco (250-640-9315)
     - Heather Davis (250-421-4900)
     - Laura Lemon: (236-544-5918)
     - Kristin Schlamp: (250-617-0246)
     - Ann Maddocks (604-817-9906)
     - Ashley Loewen (250-816-3142)
5. Ensure all physically present are safe and calm.
6. Adhere to Police and HoS direction.
7. Return to class or escort students to parent for pickup when indicated safe to do so.
8. Complete an Incident Report and follow directions from LG Director.
9. Send draft general parent email communication to HoS and the LG Director for review.
   - Upon approval, send general parent email communication.
10. Admin, with Heads of School, will determine the following steps, including:
    - Initiation of Student at Risk Team
    - Further investigation with other authoritative bodies if warranted
    - Follow-up and debriefing if and when safe to resume classes

- Email-specific communication to parents and students and re-entry considerations for all involved (in addition to general email communication above if necessary).

Stranger on the Premises

Teacher or Supervising Adult:

1. Do not compromise your own safety or the safety of students.
2. Assess the situation as you approach, keeping your distance.

If the stranger's behaviour is NOT threatening:

1. Ask if they need assistance.
2. Direct the stranger to the appropriate supervisor, monitor or escort them accordingly.
3. Notify the Coordinator or Adult in Charge immediately; report the stranger's location and description.

If the stranger's behaviour appears THREATENING but has not escalated to violence:

1. Notify the Coordinator or Adult in Charge immediately
    1. Report the stranger's location and description.
    2. Call 911
2. Keep a safe distance.
3. Follow instructions from the appropriate supervisor.
4. Adhere to the *Not an Imminent Threat Protocol*.

If you see a violent/armed and dangerous stranger within the premises:

1. Initiate a Full Lockdown (Code Red) and adhere to the *Imminent Threat Protocol*.
2. Call 911 and proceed as indicated above

Not an Imminent Threat Protocol

If a threat exists nearby, within the vicinity or community you must:

1. Contact your local police liaison.
2. Adhere to the Hold and Secure procedures outlined below or continue as directed by the police liaison.

During and following a threat, steps include:

1. Keep your teachers informed of the developments to help keep everyone calm.

2. During the threat, maintain contact with your LG RA and the Director of Learning Groups to discuss and determine course of action.
3. At the end of the day, escort students to their respective guardians.
4. Submit an Incident Report
5. Together Admin, with Heads of School, will determine next steps, possibly including:
    1. Initiation of Student at Risk Team
    2. Further investigation with other authoritative bodies if warranted
    3. Follow-up and debriefing if and when safe to resume classes
    4. Follow-up communication/email to parents will be drafted in conjunction with LG RA and approved by HoS prior to distribution to families.

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