



ADMINISTRATIVE PROCEDURES

SUBJECT: TRAGIC EVENT RESPONSE

BACKGROUND INFORMATION

A system Tragic Event Response Team will be created and maintained to assist school administrators and school staff.

MANDATE

The Tragic Event Response Team (TERT) is responsible for supporting elementary and secondary school staff within the Lambton Kent District School Board as they respond to a tragic event.

COMPOSITION OF THE TERT

- TERT Coordinator: Manager of Psychological Services
- 2 Elementary Principals
- 2 Secondary Student Services Counsellors
- 4 Psychology Department members

ENGAGING THE TERT

At the request of the Principal and/or the family of school Superintendent, the TERT provides immediate support and direction in the event of a tragedy. The team will be available to provide initial and short-term support to staff and students.

Principals will contact the Manager of Psychological Services to inform them of the tragic event. The Manager of Psychological Services will provide direction to the Principal and engage members of the TERT to respond to the school to provide support, as required. Following the initial contact with the Manager of Psychological Services, Principals will inform their family of school Superintendent and the Superintendent of Education – Special Education. The Manager of Psychological Services will coordinate a communication plan with the Communication Officer.

MEMBERSHIP OF THE TERT

The team's membership will be reviewed regularly. A succession plan is maintained and new members are provided with opportunities for training.

Manager of Psychological Services will:

- Serve as the Lead of the TERT
- Monitor operations of TERT;
- Engage appropriate team members to respond to support the school
- Document and report all situations requiring TERT response to Superintendent of Education – Special Education;
- Share professional resources with school staff and offer learning sessions related to TERT
- Maintain the Tragic Event Response Team Checklist reference document
- Support the school principal to develop a response plan;
- Record the details of the event
- Chair regular TERT meetings;-
- To lead the debrief of each tragic event with members of the TERT, and adjust practices and responses accordingly,
- Regular review of the TERT practices and supporting documents.

The Principal will:

- Act as a support person for administration (e.g. operational duties of the school,
- Assist administration to inform students and staff

All Team Members will:

- Implement the response plan and supporting school personnel
- Counsel and work with groups and individuals as needed, in consultation with the school's own support staff;
- Provide resource material and suggestions for follow-up classroom activities;
- Support school staff to develop their awareness and understanding of the grieving process and appropriate responses; and
- Provide resources and coach staff on how to respond to the needs of students
- Debrief each tragic event with members of the TERT and adjust practices and responses accordingly

RESOURCES:

When a tragic event occurs, contact the Manager of Psychological Services to determine appropriate steps. Resources will be shared with Principals and school staff to assist them to create an individualized support plan to respond to the needs of students, staff and the greater community.

Implementation Date: December 8, 1999

Revised: June 3, 2008

Revised: September 29, 2009, November 2, 2015, September 8, 2020

Reference: LKDSB Policy and Regulations