

Principal's Checklist for Violent Threat

DATE

SCHOOL

Complete items that are relevant to the specific situation.

Step 1: Make sure all students and staff are safe

- ☐ If there is imminent danger, follow emergency protocols. [Link to Emergency Flowchart]
- ☐ Ensure the whereabouts of threat maker(s) and target(s) and address any risk factors (access to weapons, access to digital devices, proximity of threat maker to target, emotional state of students of concern, etc.).
- ☐ Appropriately detain any student(s) of concern and ensure that they are not together.
- ☐ Do not allow access to cell phone, coat, backpack, or locker.

Step 2: Initial Consultations

- ☐ Call together members of the School-based Threat Assessment Team (STAT).
- ☐ Contact your School Liaison Officer.
- ☐ Consult with the District Safe Schools Coordinator for guidance and resources if needed.
- ☐ Divide roles for STAT members.

Step 3: Parent/Guardian Notification

- ☐ Notify the threat maker's parent(s)/guardian(s) in a timely manner; although not necessarily immediately
- ☐ Notify the target's parents if there is a risk to the target's personal safety.

Step 4: Information Gathering

- ☐ Determine if threat maker(s) has access to weapon(s).
- ☐ If appropriate check locker, backpack, clothes, cell phone.
- ☐ If appropriate have the parents or police conduct a bedroom search.
- ☐ Interview teachers and other staff members as needed.

Step 4: Information Gathering, continued

- ☐ Check the student file and discipline records.
- ☐ Conduct a digital baseline and footprint search.
- ☐ Contact community agencies that may be involved with the threat maker and clarify their involvement (eg. MCFD, CYMH, Aboriginal Children and Family Services).
- ☐ Conduct interviews with students, parents, target and threat maker.
- ☐ Record dates and times of calls/interviews.

Step 5: Determine the Level of Risk using the Risk Assessment

- ☐ Complete Threat Assessment with School-based team and other community members as needed.

Step 6: Decide on the Course of Action

- ☐ Choose the course of action associated with the assessed level of risk.

Step 7: Develop an Intervention Plan

- ☐ Involve members of the Threat Assessment Team, community agencies, parents/guardians and students.
- ☐ Plan an intervention strategy for each modifiable risk enhancer.
- ☐ Have the parent/guardian and student read and sign the intervention plan.
- ☐ Set up a follow-up meeting date to review the intervention plan.

Step 8: Review Intervention Plan

- ☐ Regularly monitor the intervention plan and modify as appropriate.
- ☐ Review the goals of the intervention plan.