



Threat Risk Assessment Administrative Procedure 8.40

8.0 Safe Schools

Board Governance Policy Cross Reference: 1, 2, 3, 4, 12, 13, 16, 17

Legal Reference:

Date Adopted: February 2003

Date Amended: March 2013, September 2016, April 2017, May 2018, September 2024,
September 2025

Definition

A Threat Risk Assessment (TRA) is the structured analysis used to identify and evaluate threats and behaviours that may signal an individual's preparation or likelihood to commit a violent act. Beyond assessing credibility, the TRA also examines whether the individual has the resources, intent, and motivation to act. The process focuses on current and specific threats, behaviours, or concerns.

Threat Types

To ensure a shared understanding, threats are categorized as follows:

- **Direct Threat** – Identifies a specific act against a specific target and is delivered in a straightforward, clear, and explicit manner.
Example: "I am going to kill [person's name] on Tuesday."
- **Indirect Threat** – Vague, unclear, or ambiguous. The plan, intended victim, motivation, and other details are masked or equivocal.
Example: "If I wanted to, I could kill everyone here!"
This implies an act *could* occur, but not that it *will*.
- **Veiled Threat** – Strongly implied but not explicitly stated. Violence is hinted at, leaving the potential victim to interpret the meaning.
Example: "We would be better off without you around anymore."
- **Conditional Threat** – Poses harm if certain demands or conditions are not met.
Example: "If you don't give me your lunch money, I'm going to hurt you really bad."

Steps

1. Ensure Immediate Safety

- Place the individual making the threat in a secure space—a supervised environment with no access to means of carrying out the threat.
- If the threat poses an imminent serious danger, call 911 immediately.

2. Notify Leadership

- The Principal (or designate) must immediately notify the Director of Programs and Student Services (“Director”).
- If the Director is unavailable, clearly state the urgency and request an immediate return call.

3. Initial Documentation

- The Principal and Student Services team will complete:
 - Form 8.40A – Threat Incident Report
 - Form 8.40B – Threat Level Review

4. Determine Threat Level

- The Principal informs the Director of the findings. Together, determine if the threat is classified as:

Lesser Level Concern

- Information is inconsistent, implausible, lacks realism, or is vague/indirect with few details. Threats considered ‘horseplay’ will fall under lesser level concern.
- Content suggests the individual is unlikely to carry out the threat.
- Threatened actions pose minimal risk to the victim and public safety.
- *Example:* An angry 10-year-old says, “*I wish you were dead!*” but has no access to weapons and no plan of attack.

Elevated Concern

- Involves a direct, specific, concrete, and plausible threat.
- Threatened actions could be carried out and appear to pose a danger to others.
- Content may indicate a general time and place, and may show signs of preparation (e.g., stalking, acquiring a weapon).
- Language suggests the individual has thought about how to act.
- Statements often attempt to stress seriousness: “*I’m serious!*” or “*I really mean it.*”

Immediate Risk

- Situation poses imminent danger.
- Often involves an individual with a history of concerning behaviour, easy access to weapons, and a direct threat against a specific person or group.
- The safety of others may be at immediate risk.
- If the threat is directed at a staff member or student, the threat-maker’s attendance is suspended until the assessment and recommendations are complete.

Response Based on Threat Level

A. Lesser Level Concern

Actions may include:

1. Assemble the TRA Team (Director and School Psychologist) as soon as possible.
2. Consult with law enforcement, if appropriate. (e.g., when the child is over the age of 12 and the behavior could constitute a chargeable offence).
3. Complete Form 8.40C – Intervention Plan.
4. Director sends a letter of recommendations to the parent/guardian.

B. Elevated Concern

Actions may include:

1. Ensure the individual remains in a secure space.
2. Notify the identified victim(s) and caregiver(s).
3. Convene the TRA Team (Director and School Psychologist) within one (1) week of notification.
4. Consult law enforcement.
5. Complete Form 8.40C – Intervention Plan.
6. Director sends a letter of recommendations to the parent/guardian.

C. Immediate Risk

Actions must include:

1. Call 911/RCMP immediately.
2. Protect students and staff:
 - Detain the threat-maker if safe to do so.
 - Restrict access to coats, backpacks, or lockers.
 - Initiate Lockdown or Hold and Secure procedures if required.
3. Notify and reassure parents/guardians and potential victims.
4. Consult law enforcement throughout the response.
5. Determine next steps with the Director and Superintendent.

Re-Entry Requirement

Before the student returns to school, a meeting with caregiver(s), student, and school staff must occur to review the assessment, intervention plan, and re-entry expectations.