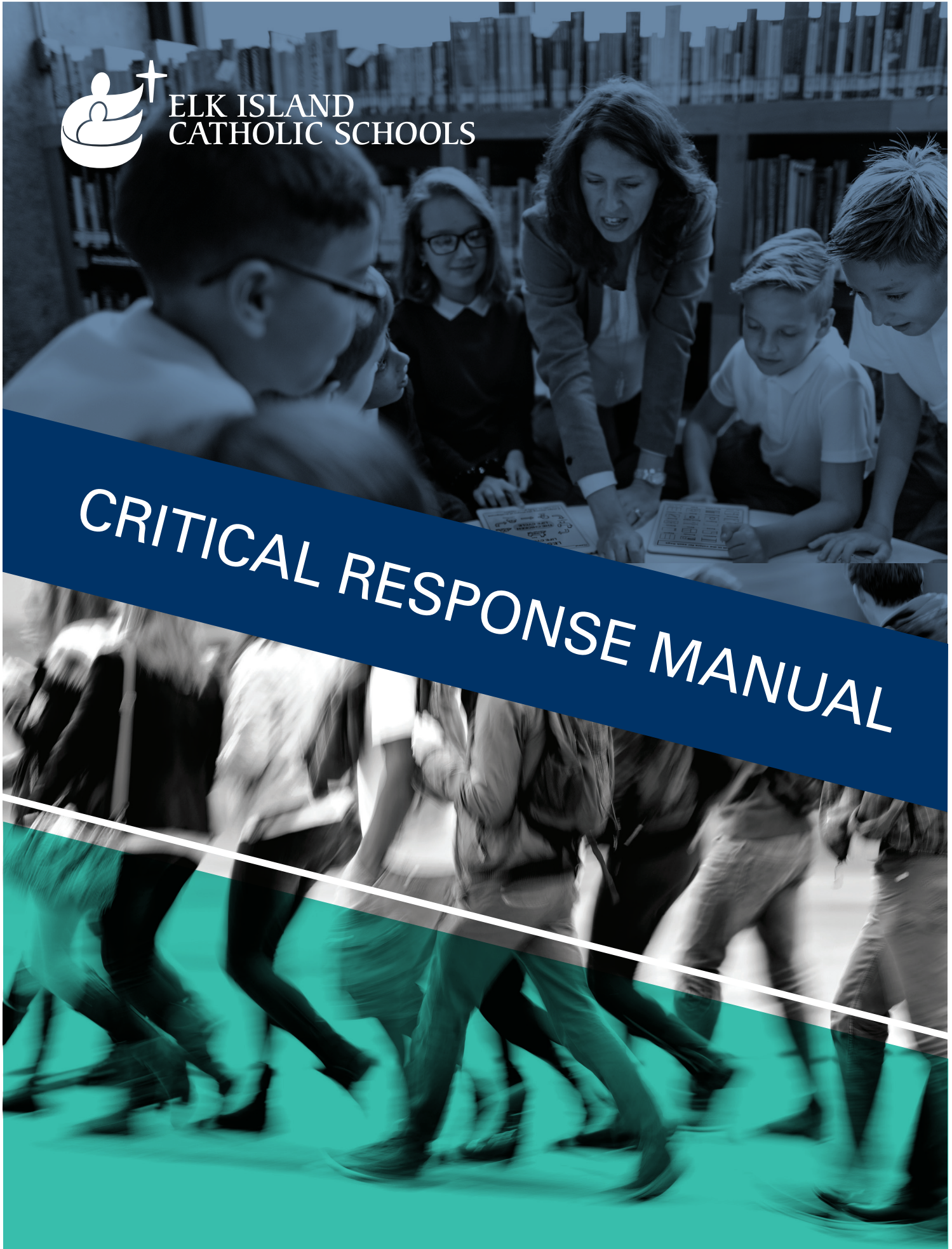




ELK ISLAND
CATHOLIC SCHOOLS

CRITICAL RESPONSE MANUAL



Be Prepared.



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► Introduction

Planning and preparation are key elements for the effective management and successful resolution of any crisis situation. This Critical Response Manual is designed to enhance communication and coordination of School, Division and Community responses to meet the needs of those members of our school communities who are involved in a crisis. This Manual allows each school to develop a Critical Response Plan, which is tailored to its own unique needs and resources. Although this Manual is not intended to be an all-inclusive, step-by-step guide, it does provide guidelines for prudent response to a variety of crisis situations.

This Critical Response Manual is to be used in conjunction with each school's Critical Response Team Guide and is to be reviewed annually in preparation for the first staff meeting of the school year.

► Instructions

The Principal shall:

- prepare the school's Critical Response Manual, with members of the school's Critical Response Team, **prior to September 16th** of each school year, using the planning forms located in the Appendices section of this document.
- review the school's Critical Response plan at the school's first staff meeting of the school year;
- keep the Critical Response Manual readily accessible for personal use and reference;
- advise other members of the school's Critical Response Team of the location of this Critical Response Manual and its use;



► Communications Procedures for Person In Charge

1. Phone EMERGENCY SERVICES: 911

2. Establish an Emergency Communication Centre at a prearranged location that has privacy and communication equipment.

3. School's Critical Response Team includes: Home/Cell Telephone Numbers

Principal	_____
Assistant Principal	_____
School Counsellor	_____
School Secretary	_____
Family School Liaison	_____
School Resource Officer	_____
Other Member(s)	_____

4. After calling emergency services and following safety procedures for your building, it is imperative that the person in charge IMMEDIATELY relay factual information regarding the critical incident to the Superintendent's office at 467-8896. The Superintendent's office will notify appropriate members of the Elk Island Catholic Schools CRT Team:

Cell Phone Numbers		
Shawn Haggarty	Superintendent	(780) 242-4299
Brett Cox	Assistant Superintendent Human Resources	(780) 232-0328
Lorraine Court	Assistant Superintendent Inclusive Learning	(780) 887-5474
Paul Corrigan	Assistant Superintendent Faith and Wellness	(780) 233-5928
Thérèse deChamplain-Good	Assistant Superintendent Educational Excellence	(780)446-8048
Cindy Wang	Secretary Treasurer-CFO	(780)886-2088
Mike Desautels	Director, Facilities	(587)341-5010
Eric Boudreau	Director, Technology Services	(780)818-7863
Lynne Lambert	Director, Transportation	(780)993-0621
Susan Johnson	Director, Communications	(780)278-2386
Ryan Arndt	Director, Business Services	(780)982-3753

5. The Superintendent, or the appointed designate, will handle the release of information and serve as Division Media Spokesperson. Please refer **all** media to the Superintendent or Communications unless otherwise directed.

► Threat Assessment Procedures

THREAT - A threat is an expression of intent to do harm or act out violently against someone or something. A threat can be directly or indirectly spoken, written, or symbolic - for example, motioning with one's hand as though shooting at another person.

1. TAKE ALL THREATS SERIOUSLY, but react accordingly.
2. Any person having knowledge of high-risk behavior or having reasonable grounds to believe there is a potential for high-risk behaviour shall promptly report the information to the school principal or supervisor.

High risk behaviours include, but are not limited to:

- POSSESSION OR USE OF WEAPONS
 - BOMB THREAT
 - VICIOUS PHYSICAL ASSAULT
 - SERIOUS VERBAL/WRITTEN THREATS TO KILL OR INJURE OTHERS
 - INTERNET WEBSITE THREATS TO KILL OR INJURE OTHERS
3. Principal / Supervisor shall identify and confirm the presence of a threat/high risk behavior and begin the VTRA process. The Principal will meet with the VTRA team and use the VTRA protocol to determine the level of threat and appropriate interventions



► Emergency Procedures

Preamble: There is a high probability of a fear or traumatic reaction among students in response to the potential circumstances surrounding these procedures. It is advisable therefore that parents, students and staff be consulted and briefed prior to any drills. However, all staff working in the building must be familiar with and trained in Lockdown, Hold and Secure and Shelter in Place procedures.

The Principal of the school shall conduct at least one Lockdown drill, one Hold and Secure drill and one Shelter in Place drill each school year. The Principal shall establish and maintain an Emergency Response Team and develop and review school specific plans for each emergency procedure.

Lockdown

Lock-Downs are used in response to acts or threats of violence to students and/or staff directly impacting the school. During a Lockdown all doors to and within the school are locked. No one is permitted in or out of any area once it has been locked. Students and staff must respond very quickly to a Lockdown command to get to a safe location before doors are locked. No one, other than law enforcement, is permitted access to the building until the Lockdown is over.

Hold and Secure

Hold and Secure is used in response to security threats or criminal activity outside the school. During a Hold and Secure, all entrance doors to the school are locked, with no one permitted in or out of the building. No one, other than law enforcement, is permitted access to the building until the Hold and Secure has been cleared.

Shelter-in- Place

Generally, Shelter-in-Place is used during an environmental emergency, such as a severe storm or chemical spill. During Shelter-in-Place, students and staff retreat to safe zones to seek shelter. This includes having students or staff who are outdoors comeback into the school. Each school's emergency response plan identifies the safest location for building occupants. Students will not be released or dismissed until the situation has been resolved.

Evacuation

An Evacuation requires all students and staff to leave the school and go to an alternate location. This may mean only going outside and away from the building until it is safe to re-enter the school. In other cases, students and staff may need to go to an evacuation center. Parents will be informed of the alternate location through the school's Crisis Notification Network.

Dismissal

Under some circumstances it may be determined that it is best to dismiss students to their homes and families as expeditiously as possible. Should this be the case, every attempt will be made to alert the emergency contact for each student of the situation and to ensure young students are not left unsupervised.

► Lockdown Procedures

In the event that there is an intruder in the school or the school has been notified that there is a police emergency in the immediate area, the following procedures shall be applied immediately.

1. Either the principal, assistant principal or the secretary (if instructed by the administration) shall use the school paging system to instruct the staff that a lockdown procedure is in effect. This will serve notice that each employee shall commence his/her responsibility in this situation.
2. The following message will be broadcast over the school paging system:

"There is _____ (e.g., an intruder in the building/police emergency in the area). Lockdown immediately."
3. Either the school administration or the school secretary will call Emergency Services at 911 and the district office, if safe to do so.
4. Classroom teachers will:
 - a. Lock their classroom doors and close blinds. (Note: Teachers near washrooms shall admit students to their rooms that are coming from the washroom).
 - b. Take attendance in their classrooms and have it available in event the office contacts you. Send for information via email phone or PA system.
 - c. Ensure students are as safe as possible by creating cover by moving desks furniture, etc. Lights in the classroom shall be turned off, however do not place yourself in total darkness. Keep the students calm and quiet. Keep students away from the door and below the level of the windows.
 - d. Teachers shall remain in their room with their students until an RCMP officer or a member of administration informs them, the lockdown is over. No one goes in or out of the room DO NOT open the door regardless of fire alarm or commotion in the halls.
 - e. If teachers have their class in an unsafe area they must move that class to a lockable classroom ASAP. Move quickly and quietly.
 - f. In the event that a class shares a breakout room and the other class is not present you must ensure that either the breakout room door is locked or the other classroom door is locked. If there is time lock their classroom door.
5. All other adults in the building shall follow these procedures:
 - a. All educational assistants who are in a classroom shall remain in that classroom to assist the teacher.
 - b. The library tech shall lock the library and close the blinds to all windows.
 - c. All parent volunteers in a classroom shall remain there and if they are working in the office they shall remain in the office area.
 - d. The secretary by way of the PA system shall inform classes who are outside the building of the lockdown. These classes shall make their way to and remain there until it is safe to return.
 - e. Classes in the gym shall take refuge in the gym storage room.
 - f. Classes or students in the library shall remain in this location.
 - g. Any parent or educational assistants working in hallways shall take refuge in the nearest classroom.
6. Follow police directions with respect to ending the lockdown of students. Inform parents when and how children may be picked up.
7. Once the dismissal order is received from the proper authority, the Principal will:
 - a. Relay dismissal instructions to every classroom by the most rapid and efficient means;
 - b. Review dismissal procedure already provided to parents to ensure it is followed. This procedure should provide guidance to parents who have made special arrangements for care in the event the parents are not home.
 - c. If circumstances permit. When a student is released to an individual other than a parent, complete the Student Release Form.
 - d. Principal may request assistance from other agencies to ensure that students disperse from the building in a manner that will minimize hazards and reduce congestion.
 - e. Debrief with Emergency Services.

8. Contact Communications to assist in preparing a statement for media and a fact sheet for response to media and inquiries.
9. The school counsellor, in consultation with the Critical Response Team, will assess the needs of students and staff and will ensure that the necessary supports are available.
10. Debrief and evaluate with key staff. The School's Critical Response Team will debrief and plan any required follow up.
11. Document and report – prepare a report that documents the events, response and results of the Hold and Secure directive. Revise response plan as necessary.
12. The Principal or designate will complete the Critical Incident Report.
13. The Division's Critical Response Team will debrief and plan any required follow up.



► Hold and Secure Procedures

In the event that there is a threat outside of the school in the larger community, a Hold and Secure shall be initiated. During Hold and Secure, all entrance doors to the school are locked, with no one permitted in or out of the building.

The following procedures shall be applied immediately.

1. Either the principal, assistant principal or the secretary (if instructed by the administration) shall use the school paging system to instruct the staff that a Hold and Secure procedure is in effect. This will serve notice that each employee shall commence his/her responsibility in this situation.
2. The following message will be broadcast over the school paging system:
"HOLD AND SECURE. THIS IS NOT A DRILL (REPEAT)".
3. Ensure all students and staff participating in outside activities are moved into the main building. Administration shall do a visual sweep for classes outside the building and instruct them to immediately return to the building.
4. Ensure all exterior doors are locked.
5. Call Central Learning Services to inform them of the Hold and Secure
6. Classroom staff will maintain regular classroom routines.
7. Administration should go to each classroom to reassure the staff and students and answer any pertinent questions. Communicate updates as information is received.
8. GIVE 'ALL CLEAR' SIGNAL when the external threat no longer exists. Contact Central Learning Services to notify them of the All Clear.
9. Resume normal operations as soon as possible.
10. Debrief and evaluate with key staff.
11. Document and report – prepare a report that documents the events, response and results of the Hold and Secure directive. Revise response plan as necessary
12. The Principal or designate will complete the Critical Incident Report.

► Shelter In Place Procedures

In the event that there is an environmental emergency, such as severe storms or chemical spills, a Shelter in Place shall be initiated. During a Shelter-in-Place, students and staff retreat to safe zones to seek shelter. This includes having students or staff who are outdoors come back into the school. Each school's emergency response plan identifies the safest location for its occupants and how to seal a room from hazardous conditions. Students will not be released or dismissed until the situation has been resolved.

The following procedures shall be applied immediately.

1. Either the principal, assistant principal or the secretary (if instructed by the administration) shall use the school paging system to instruct the staff that the Shelter In Place procedure is in effect. This will serve notice that each employee shall commence his/her responsibility in this situation.
2. The following message will be broadcast over the school paging system:

"SHELTER IN PLACE. THIS IS NOT A DRILL" (REPEAT). "STAFF AND STUDENTS PLEASE MOVE TO YOUR SHELTER IN PLACE AREAS."
3. Ensure all students and staff participating in outside activities are moved into the main building. Administration shall do a visual sweep for classes outside the building and instruct them to immediately return to the building.
4. Ensure all exterior doors are locked.
5. Sweep halls and non-classroom areas for students, move to nearest shelter area.
6. Call Central Learning Services to inform them of the Shelter in Place
7. Monitor radio, email and phone lines. (allay parental concerns)
8. Assess needs and provide care. Contact each room to determine needs for First Aid or other care.
9. Classroom staff will:
 - a. RESPOND To Shelter In Place Alert
 - i. Close windows
 - ii. MOVE to assigned shelter location with their students. Last students to leave classroom turns off lights and closes door.
 - iii. SWEEP any students in the hallway into their shelter room.
 - iv. LOCK all exterior doors (lock exterior doors near your room).
 - v. INSTRUCT students to stay calm. Share developmentally appropriate information.
 - vi. DO NOT USE the telephone system to request information (follow protocols for email).
- b. ASSESS SITUATION
 - i. Inventory any injuries or other problems (panic, medical emergencies).
 - ii. Communicate problems to main office.
 - iii. Take a complete written roll of all students in your classroom.
- c. CARE FOR THE STUDENTS IN YOUR SUPERVISION
 - i. Provide first aid if needed. Calm and reassure upset students.
 - ii. Use supplies in your emergency kit as needed or necessary.
 - iii. Allow students to use cell phones to contact parents (will reduce anxiety).
 - iv. Use caution if allowing students to watch TV newscasts.
 - v. Try to keep students occupied to reduce anxiety.
- d. WAIT FOR INSTRUCTIONS.
 - i. Monitor e-mail (if available) for updates from administration.
- e. WAIT FOR "ALL CLEAR" SIGNAL
 - i. Follow any instructions on exiting the building.
 - ii. Communicate only confirmed information to students (expect an email from administrators).

10. Admin will communicate updates as information is received.
11. GIVE 'ALL CLEAR' SIGNAL when the external threat no longer exists. Contact Central Learning Services to inform them of the All Clear.
12. Resume normal operations as soon as possible.
13. Debrief and evaluate with key staff. The School's

Critical Response Team will debrief and plan any required follow up.

14. Document and report – prepare a report that documents the events, response and results of the Hold and Secure directive. Revise response plan as necessary
15. The Principal or designate will complete the Critical Incident Report.



► School Evacuation Procedures

1. In an immediate emergency, engage fire alarm and follow fire evacuation procedures.
2. If evacuation is not immediately required, convene Critical Response Team. Retrieve Disaster Supplies Box and take it to the Emergency Communications Centre.
3. Commence evacuation procedures as planned.
4. Inform Superintendent of Schools or designate who will notify the Transportation Department.
5. Ensure that traffic control and the designated staff members account for students.
6. Designated staff will conduct final sweep of classrooms, washrooms etc. and direct any students out of the building.
7. Close all files and secure school records. Ensure that attendance records, health records and any other essential records are collected and taken to the assembly area.
8. Close all windows and doors, and turn off lights in each room and lead students to designated safe area.
9. Close all school doors.
10. The principal, or caretaker if designated, will ensure that the school's physical plant is "shut down". (Accomplished automatically by pulling a fire station or by notifying Facilities Department.)
11. Establish Emergency Administration Centre and initiate Emergency Communications Procedures. Use predetermined alternate facility listed in the Alternate Facilities Checklist, if required.
12. Teachers/designated staff will create a list of missing students and provide that list to the principal. Notify Emergency Services of any absentees.
13. The school principal will notify the superintendent when all students and staff have left the school premises.
14. The principal, or designate, will verify the evacuation of all staff and complete a staff count sheet.
15. The names of all students or staff evacuated to hospital are to be recorded on the Critical Incident Report along with the hospital name and means of transportation.
16. Determine whether crisis counselling services are required and to what extent.
17. Contact the Communications Coordinator who will prepare a media statement, telephone response fact sheet, parent notification.
18. Debrief Division Critical Response Team and plan a follow up.
19. The Principal or designate will complete Critical Incident Report.

► Fire Drill Procedures

General Rules and Procedures

1. The school floor plan must be posted in a conspicuous place by the door of the classroom. A green arrow will indicate the primary route and a red arrow will indicate an alternate evacuation route.
2. Teachers are to lead their students out of the classroom and proceed to exit the school using the primary exit for that room. The secondary exit will only be used if the primary exit is blocked off.
3. Students are to be instructed to exit in single file and to remain quiet
4. When leaving the room the last person out will leave lights on and close door. (Do not return to room if you forget)
5. If there is an education assistant in the classroom (who does not have assigned duties for fire drills) they will be the last person to exit the classroom.
6. Education assistants are to assist/guide any students with special needs out of the building.
 - a) Principals are to use the "Evacuation Guide for Students With Disabilities"
7. Teachers shall instruct their students that if they are in a washroom they are to proceed out the nearest exit and find their classroom teacher at the muster point.
8. The muster point should be a minimum of two and one half times the height of the building away from the building (have an alternate site).
9. All classes are to meet at the designated location. Teachers are to gather their home room students for attendance check. All classes shall report attendance to the school secretary who will be wearing a (orange) safety vest.
10. Have staff pre-assigned to check washrooms.

Attendance Check

1. When the teachers and students have exited the building and are assembled at the muster station, the teachers are to take attendance of their students.
2. When leaving the classroom the teacher shall take the class list (attached to the school floor plan) and then after taking attendance the teacher will send a runner with the attendance sheet to the school secretary (wearing a orange safety vest).

Re-entering Building

1. Re-enter building only after fire services have declared it safe.
2. Convene the Division's Critical Response Team. Retrieve the Disaster Supplies Box and take it to the Emergency Administration Centre. (If required.)
3. Follow up procedures should be implemented. (Use checklist in Disaster Supplies Box List)
4. The principal or designate will complete the Critical Incident Report.



► Abduction

1. If witnessed, notify the school administration immediately then independently write down any details of the incident, the victim, abductor, mode of transportation. The administration will:
 - a. Call 911
 - b. Inform parents
 - c. Retain witnesses for police interview.
2. If not witnessed:
 - a. Verify that the student is missing. Search building. Question student's friends to obtain information
 - b. Call 911
 - c. Notify parents - question if they know where their child is.
3. Convene Division Critical Response Team.
4. Inform Superintendent.
5. Meet with staff, if possible, and advise teachers about what information to share with students.
6. Assist the Superintendent and the police, to prepare a fact sheet for the media and to respond to telephone inquiries.
7. Based on circumstances, determine need for more active intervention - visit class rooms, identify students at risk, provide counselling as required.
8. If necessary, send a letter home to all parents outlining facts as known and alerting them to any possible concerns as well as school/police initiatives (Sample Letters are available in the Division Team Drive).
9. Prepare classmates to be supportive when student returns and provide counselling as needed.
10. The principal or designate will complete the Critical Incident.

► Inclement Weather - School Closures

The Superintendent's Office will make the decision if buses in a region of the school division cannot run due to weather conditions and schools in that region will be closed.

Procedures To Follow

1. The Superintendent or designate will decide as to which buses will not be running and which school will be closed. (If any).
2. Media will be notified as per guidelines and procedures in Administrative Procedure 133 – Emergency Closings
3. The Superintendent or designate will notify the Central Leadership Team, Director and Principals of this decision.
4. Transportation personnel will notify drivers. This communication should be completed prior to 7:00 a.m.
5. Drivers will notify the parents of children on their route that the buses will not be running.
6. Schools will remain open when buses are not running to allow refuge for any student who may arrive. Staff is asked to report to work, unless, in their judgment, it is unsafe to do so.

When Weather Conditions Deteriorate During The Day

When weather conditions deteriorate during the day and bus service is suspended or altered, every effort will be made by the Principal and staff to contact each student's parent.

No student will be permitted leave school until arrangements have been made for each student's safe passage home (or emergency location.)



► Loss of Utilities

Electricity Failure

1. Inform the Facilities or Coordinator at Central Learning Services 780-467-8896

Cell Phone Numbers:

Mike Desautels 587-341-5010
Sheldon Lamaitre 780-233-6842

2. In consultation with the Superintendent or designate, determine if the loss of lighting and/or heating represents a safety hazard.
3. If a safety hazard exists, evacuate the building following school evacuation procedures.
4. Remove staff and students to previously designated alternate facility.
5. Where no safety hazard exists, school will continue normal operations.
6. Complete Critical Incident Report only when school has been evacuated or released early.

Water System Failure

1. Inform the Facilities or Coordinator at Central Learning Services 780-467-8896

Cell Phone Numbers:

Mike Desautels 587-341-5010
Sheldon Lamaitre 780-233-6842

2. If the emergency requires an early school closure, follow school procedures as outlined in Administrative Procedure 133: Emergency Closings

Gas Leak

1. Notify the school office immediately.
2. Call Disaster Services at 911.
3. Evacuate school immediately following school evacuation procedures.
4. Move students and staff to previously designated alternate facility.
5. The principal will determine the need to convene the Division Critical Response Team.
6. Inform the Facilities or Coordinator at Central Learning Services 780-467-8896

Cell Phone Numbers:

Mike Desautels 587-341-5010
Sheldon Lamaitre 780-233-6842

7. Return to school building only when Disaster Services gives clearance. (Note: This decision is the joint responsibility of the emergency service responders and the School Division maintenance department.)
8. Assist with communication needs - media statement, telephone response fact sheet, parent notification.
9. Debrief Division Critical Response Team and plan a follow up.
10. Principal or designate will complete a Critical Incident Report found in Appendix B.



► Off-Site Emergency/School Bus Accident - with Injuries

An off-site emergency involving students and/or staff members from the school requires that the school coordinate communication with and assist the emergency response agencies in reuniting students and staff with their families.

1. Upon notification of an off-site emergency, the principal will notify the Director of Transportation Lynne Lambert, 780-449-6446 and the Superintendent in necessary.
2. Determine who was injured, the extent of the injuries, and hospitals where students have been transported.
3. Initiate emergency traffic/security control procedures, if required.
4. Determine and if necessary, dispatch a staff member to the emergency site for a liaison with emergency responders and school staff/students.
5. Appropriate staff members should be sent to hospital(s) where students have been taken, and must keep the principal up-to-date on the status of the students' welfare.
6. The Principal will notify the Division Critical Response Team.
7. Initiate emergency communications plan for contacting parents/spouses, etc. Inform them of facts and provide information with respect to the condition of their children/spouses, their location, and which staff member is present with them.
8. Provide details to parents of uninjured students to inform them of the accident and the arrangements for assembly and pick-up of students/staff, using the Student Release Form.
9. Prepare a statement for the Communications Director and a fact sheet to respond to telephone inquiries.
10. The Critical Response Team Leader will assess the needs of friends and classmates of the injured and ensure the necessary supports are available.
11. Debrief the Division Critical Response Team and plan any required follow-up.
12. The principal or designate will complete the Critical Incident Report.



► Severe Injury at School

1. Assess the situation and extent of injuries. (Involve staff possessing First Aid training, if possible, listed in your CPR/First Aid Personnel List. (See First Aid/CPR Personnel List).
2. Apply First Aid
3. Call 911 Emergency Services.
4. Call parents/guardians of injured students and inform them of the nature and extent of injuries and the location of students.
5. Where injuries are judged to be less severe, the student may be transported to a medical facility.
6. If students are transported to hospital, assign a staff member to accompany the ambulance, if possible.
7. Remove uninjured students from the accident site if appropriate.
8. Inform the Superintendent.
9. Convene Division Critical Response Team.
 - i) CRT will arrange to identify and notify siblings at school, of the injured, and notify principals of schools where other siblings attend.
 - ii) Inform all staff and students of the accident as required.
 - iii) Identify distressed students and staff (witnesses, close friends, siblings, etc.) and provide counselling as required.
10. Work with Communications who will assist in creating necessary materials to communicate with parents, community and/or media.
11. Visit injured students in hospital, if possible.
12. Debrief Division Critical Response Team.
13. The principal or designate will complete the Critical Incident Report.

► Communicating with the Media

In any crisis situation, the news media will likely reach your school before additional Division help arrives. This is especially true if:

1. any type of emergency call (fire, police, ambulance) was made as a result of the crisis, or
2. a large number of people witnessed the crisis. In the event of a crisis situation, either the Superintendent or designate will respond to your building.

The principal's first responsibility should be responding to the crisis.

Once there is time, the principal should inform the media representatives that someone with the Elk Island Catholic Schools' Communications Department is en route to answer their questions.

In the interest of accurate and consistent communication with the media and the public, the Superintendent or the Communications Director will be the primary spokesperson during a crisis situation. The RCMP Media Liaison should work in cooperation with the Communication Director.

On the scene, the **Communication Director** will:

1. Establish an area for the media to wait for a briefing.
2. Talk with the principal and others to gather the facts.
3. Talk with any other public information officers from any other responding agencies (police, fire, etc.)
4. Brief the media, and others as needed in a timely manner.

Building Level Communications - Roles

- The principal is in charge of building level communications, the Director of Communications is in charge of communication to the media.
- The principal should brief the Communications Director.
- The Division media spokesperson may address the media.
- To assist with developing a communication plan, see supporting document Critical Response Plan - Developing a Communication Plan
- The Critical Incident Fact Sheets can also be used to guide responses when speaking with others including the media about a critical incident.



► Supporting Documents & Sample Letters

All of these documents will be kept live on our School Leadership Google Team Drive.

Supporting Documents

- Emergency Telephone Numbers
- Critical Response Plan - Developing a Critical Response Plan, Guiding Questions
- Critical Incident Fact Sheets
- Critical Response Plan - Developing a Communication Plan (Guiding Questions)
- Communicating with the Media Critical Incident Fact Sheets for Media - Prepare for use in responding to telephone inquiries during a crisis.
- Critical Incident Report
- First Aid/CPR Personnel List
- Student Release Form
- Alternate Locations for Emergency Sites - Spreadsheet
 - Form for submitting a change to a school's Alternate Location
- School Safety Plan Checklist
- Critical Response Supplies Box List

Sample Letters

- Accident
- Death of a Staff
- Life Support
- Outside of School Incident
- Student Critical Illness
- Student Death
- Unexpected Sudden Death
- Violent Death



► Alternate Facilities

School	Alternate Facility #1	Alternate Facility #2
Archbishop Jordan High	Walmart Emerald Hills	
Pere Kenneth Kearns	Brentwood Elementary School	St. Thomas Anglican Church
Holy Redeemer	Ardrossan Recreation Complex	
Holy Spirit	OLPH Church	
Jean Vanier	Glen Allen Elementary School	
John Paul II	Fort Saskatchewan Royal Canadian Legion	Our Lady of the Angels School
Madonna	Mills Haven Elementary School	Clover Bar Jr. High School
Our Lady of the Angels	Fort Saskatchewan Junior High	
Our Lady of Mount Pleasant	Chestor Ronning School	
Our Lady of Perpetual Help	Sherwood Heights Jr. High School	
Saint Jogn XXII	Win Ferguson School	
St. Luke	South Cooking Lake Fire Hall	
St. Martin's	St. Martin's Roman Catholic Church	Vegreville Alliance Church
St. Mary's	St. John's Lutheran Church	Homestead Senior Citizen's Lodge
St. Patrick	Sparling School	St. Fancis Xavier Church
St. Theresa	Sherwood Park Arena	Salisbury Composite High School



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