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Communications Procedures for Person In Charge

# **Phone EMERGENCY SERVICES: 911**

1. Establish an Emergency Communication Centre at a prearranged location that has privacy and communication equipment.
2. School’s Critical Response Team includes Name Home/Cell Telephone Numbers

Principal

Assistant Principal

School Counsellor

School Secretary

Family School Liaison

School Resource Officer

Other Member(s)

## 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:

Shawn Haggarty

 Superintendent

(780) 242-4299

|  |  |  |
| --- | --- | --- |
| Brett CoxLorraine Court | Assistant Superintendent Human ResourcesAssistant Superintendent Inclusive Learning | (780) 232-0328(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 Ryan Arndt

Director, Communications Director, Business Services

(780)278-2386

(780)982-3753

1. 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.