Emergency Response Protocol

Add this contact information to your cell phone for quick reference in an emergency.

- **Head of Schools**: Sara Kraushar (778-554-5515)
- **Chief Operating Officer**: Craig Kwiatkowski (250-859-2202)
- **Flex Director**: Bri Dyck (250-862-0856)

To support a culture of healthy risk management, should an incident occur, refer to the following response procedures to assess and respond accordingly to the nature of the situation.

> It is essential to adhere to the applicable emergency protocol as outlined and to communicate regularly with your School Administrator, particularly in the event of an emergency. School Administration will also follow up as needed.

Specific Incident Procedures

- Violent Threat Risk Assessment (VTRA)- Imminent and non Imminent Threat
- Lockdown Types and Procedures
- Other Situations that may be encountered
- Emergency Encountered in the General Community

> In all of the above scenarios, it is important to complete the Accident & Incident Report form should the need arise.

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