**CIRT Work flow**

**TL on site as soon as possible to lead the immediate CIRT….**

**Gillian to assist in off site tasks as needed**

* Information is given to Harold or Gillian of a CIRT required
  + Make sure the other is informed
* GB to reach out to Team Lead
  + Inform other TL so we can support each other as needed
  + Inform Josh and Lisa of potential CIRT for standby
* Team Lead connects with Team
  + Let GB know this has been done and all are on route
* GB to call School principal that flight team is on the way
* GB to let Sean Powell know of potential student death
  + Safer school protocol- Ministry to be informed
* When Team Lead arrives at the school **Confirmation is key**
  + Police confirmation?
  + Family confirmation?
  + Gillian/Harold/Sean can be part of this as required
* Team Lead determines if other schools need support and lets GB know
* GB to keep Lisa and Josh informed of any required action
* GB to connect throughout the CIRT with TL and can co-ordinate further support as needed
* GB to let CIRT team know after the CIRT is underway
* Harold to let admin know when appropriate

**Resources**:

<https://supportforlearning.sd61.bc.ca/staff-resources/cirt-documents/cirt-resources/>

Password: DISTRICTCIRT2021