

CRITICAL INCIDENT REPORT

Date of incident _____

School/Class _____

Details of the incident _____

Those involved in incident and nature of their involvement (staff, students, outside agencies, etc.)

School Safety Team Intervention _____

Debriefing Summary _____

Recommendations _____

Report completed by: _____

Position: _____

- Attach:
1. Critical Incident Fact Sheet
 2. Log of Events
 3. Record of Assignments

A copy of this report shall be provided to the Superintendent and another kept on file at the school.

CRITICAL INCIDENT FACT SHEET

Note: Prepare for use in responding to telephone inquiries during a crisis.

1. What has happened? _____

2. When did the event occur? _____

3. Where did the event occur? _____

4. Who is involved? (do not give out names of deceased or injured) _____

5. What is being done by school and emergency responders? _____

6. How will students be released? From where? Procedures for pick up? _____

7. Will school be closed or classes held elsewhere? Arrangements? _____

8. Are any meetings planned for media, parents and/or community? Arrangements? _____

9. What is being planned to help students, staff and families affected by the crisis? _____
