

CRITICAL INCIDENT REPORT

Form 51

Date of incident _____ Location _____

School/Class _____

Type of incident _____

Details of Incident – What, When, Where

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

The intervention by the School Crisis Team and/or Emergency Services

Summary (How and where were students released/Procedures for pick-up)

Other Relevant Information – (debriefing of staff, students, parents/counseling/media releases)

Report completed by: _____ Position: _____

- Attach:
1. Log of Events
 2. Record of Assignments
 3. Student Count Form
 4. Staff Count Form
 5. Transported to Hospital Form
 6. Vehicle Record

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