



CRITICAL INCIDENT REPORT

(To be completed following a crisis)

School Name		Person in Charge	
Date of Incident		Incident Start Time	AM / PM
Location of Incident		Incident End Time	AM / PM
Time 911 was called		By Whom	
Time Superintendent was called		By Whom	
Other agencies contacted (list):			
Weather conditions:			
Other Key Staff Involved:			

Type of Incident (check all that apply)

Lockdown		Hold and Secure		Shelter in Place	
Evacuation		Early Dismissal /Closure		Relocation	
Threat		Abduction / Hostage Taking		Armed Intruder(s)	
Assault		Bomb Threat		Suicide Threat / Attempt	
Violence		Environmental Hazard		Tornado / Earthquake	
School Bus Accident		Severe / Medical Emergency		Utility Disruption (describe)	
Other?		Describe:			
Were staff, students, volunteers, or visitors injured					
		No		Yes, submit through Public School Works	
Were staff or students transported to a medical facility					
		No		Yes, complete page 2	

Details of the incident:

Actions taken: (How were staff, students, parents notified? Were fire extinguishers, AEDs, fire suppression systems, fire blankets used, etc.?)

Damage: (Is there Division property damaged? Is there personal property damaged?)

Photos / Police Report / Witness Statements / Other attached? _____ No _____ Yes

Report completed by: _____ Position: _____

Date Report submitted: _____



TRANSPORTED TO A MEDICAL FACILITY REPORT

(To be completed following a crisis if required)

Student/Staff Name	Transported to & Time	Accompanied by	Parents/Family Contact Info

Student/Staff Name	Time Parents or Family Contacted:	Updates

Report all First Aid treatments and incidents through Public School Works or applicable Incident Report Form.

*If an injury or incident:

- a) results in a death
- b) an employee being admitted to the hospital
- c) fire or flood that causes or has the potential to cause serious injury
- d) the collapse or upset of a crane, derrick or hoist
- e) the collapse or failure of any component of a building

CONTACT THE SUPERINTENDENT IMMEDIATELY AND DO NOT DISTURB THE SCENE. (OHS ACT Section 40)