



## Serious Incident Report Administrative Procedure 8.00A

Complete this report following a serious incident at your school.  
Submit to Superintendent as soon as possible, but within 24 hours of incident.

Examples of a serious incident include, but are not limited to:

- a lockdown needing to be called,
- an explosion, fire, flood, etc. occurring,
- an emergency evacuation needing to take place,
- the school needing to be closed,
- a significant *negative* event occurring and all parents being informed,
- a significant *negative* event occurring and media contacting school,
- the police or other emergency services being called.

**SCHOOL:** \_\_\_\_\_

**PRINCIPAL:** \_\_\_\_\_

**DATE OF INCIDENT:** \_\_\_\_\_

**TIME OF INCIDENT:** \_\_\_\_\_

**SPECIFICS:** Please submit details regarding who was involved, what happened, actions taken, follow up etc.