



**PORTAGE LA PRAIRIE SCHOOL DIVISION**  
**INCIDENT REPORT - CONFIDENTIAL**

THE PURPOSE OF THIS REPORT IS TO DOCUMENT THE DETAILS OF ANY SITUATION WHERE AN EMPLOYEE HAS BEEN INVOLVED IN AN UNUSUAL OR EMERGENCY INCIDENT.

A. This report is to be completed by the employee involved and immediately submitted to Supervisor

1. Name \_\_\_\_\_ Report Date \_\_\_\_\_ Incident Date \_\_\_\_\_

Incident Time \_\_\_\_\_ Exact Location \_\_\_\_\_

2. Description of the incident - include conditions i.e. lighting, weather, slippery floor, etc. and attach additional pages, if necessary. What alerted you? Why? How did you approach?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

3. List names and titles of all persons involved in this incident, including witnesses, (chronologically in order of involvement). Explain the details of their involvement, including at what point during the incident they became involved or present, and relationship to you, the participant, others (friend of student, client, sister of Teacher, visitor, etc.). Attach separate page if more space is required.

• Name \_\_\_\_\_ Report Date \_\_\_\_\_ Incident Date \_\_\_\_\_

Brief Physical Description (height, weight, etc.) \_\_\_\_\_

Address/phone number \_\_\_\_\_

Involvement \_\_\_\_\_

\_\_\_\_\_

Account given willingly \_\_\_\_\_ unwillingly \_\_\_\_\_

Was this person known/recognized by you? Yes \_\_\_\_ No \_\_\_\_ Why? \_\_\_\_\_

• Name \_\_\_\_\_ Report Date \_\_\_\_\_ Incident Date \_\_\_\_\_

Brief Physical Description (height, weight, etc.) \_\_\_\_\_

Address/phone number \_\_\_\_\_

Involvement \_\_\_\_\_

\_\_\_\_\_

Account given willingly \_\_\_\_\_ unwillingly \_\_\_\_\_

Was this person known/recognized by you? Yes \_\_\_\_ No \_\_\_\_ Why? \_\_\_\_\_



File ECA-E

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4. Assessment of Personal Safety \_\_\_\_\_  
\_\_\_\_\_
5. Intervention Alternatives \_\_\_\_\_  
\_\_\_\_\_
6. Condition Assessment of Participants \_\_\_\_\_  
\_\_\_\_\_
7. Due Care Provided \_\_\_\_\_  
\_\_\_\_\_
8. Emergency Action Taken (police, security, medical help called) - Names & other details of those involved (case #, etc.) \_\_\_\_\_
9. Resolution \_\_\_\_\_  
\_\_\_\_\_
10. Consequences (injuries, property damage, other) \_\_\_\_\_  
\_\_\_\_\_
11. Postvention \_\_\_\_\_  
\_\_\_\_\_
12. Describe follow-up action taken \_\_\_\_\_  
\_\_\_\_\_
13. Recommendations for further action \_\_\_\_\_  
\_\_\_\_\_

Signature \_\_\_\_\_

B. To be completed by the Supervisor

Comments \_\_\_\_\_  
\_\_\_\_\_

Recommendations for further action \_\_\_\_\_  
\_\_\_\_\_

Signature \_\_\_\_\_

Report: filed \_\_\_\_\_ to Supt. \_\_\_\_\_ to other (specify) \_\_\_\_\_