PORTAGE LA PRAIRIE SCHOOL DIVISION Section E: Operations (Property And Transportation)



File ECA

## **INCIDENT REPORT – EMPLOYEE**

Situations may arise where an employee has been involved in an unusual or emergency incident that could affect the safety and/or welfare of students and staff. It is important for employees to document the details of any such situation. A report on same should be completed and immediately submitted to the Supervisor. See ECA-E.

See also: EB, EC, ED

ECA