

SMIL Incident Briefing Form - SAMPLE

Please fill out this form as soon as possible.

Date

Date

The date the incident took place.

School

Incident Types

- Assault on Staff
- Community Issue
- Drugs
- Facility Emergency
- Fighting
- Google Meet Disruption
- Hate Bias / Discrimination
- Medical Emergency
- Missing Student
- Parent/Family Issue
- Social Media
- Threat
- Transportation
- Vandalism
- Weapon
- Other

Essential Incident Details:

Questions for and/or support needed from School Management and Instructional Leadership:

Central Office Teams Contacted

- Communications Office
- Diversity, Equity, and Inclusion Office
- Facilities Office
- HCPSS Crisis Team
- Safety and Risk Management
- School Management and Instructional Leadership
- Security Office
- Transportation Office
- None

Emergency Personnel Notified (if applicable)

- Department of Social Services
- Fire Department
- Mobile Crisis Unit
- Paramedics
- Police
- None

MEDIA

Attach any photos or videos related to the incident.