

Ministry of Education, Youth, & Culture Guidance and Counselling Unit

CRITICAL INCIDENT REGISTER

Please use form to record critical incident

A critical incident could be the result of any number of tragic events e.g. intentional acts of violence, suicide, road fatalities, drowning, natural disasters, fire, freak accidents and interpersonal conflicts (between students, staff or others).

1. Region	Regional Office			
	Tel. No.			
	Fax No.			
	Email			
2. Details of School	Name of School:			
	Location:	Urban:	Rural:	Remote Rural:
	Address:			
	Tel. No.			
	Fax No.			
	Email			
	Type of School:	Shift:	Single:	Double:
	Co-ed:	Single Sex:		
	# Students Enrolled:			
School Personnel	Name of Principal			
	Vice-Principal(s)			
	Guidance Counsellors (1)			
	(2)			
Incident	Details of Incident (Who, What, Where, When)			

Intervention (Action Taken)	School Teams	
	MOEYC Regional Office	
	GCU/IRT	
	Other External Involvement e.g. emergency services, PTA the church, community groups.	
Outcome (of action taken by any/all groups)	Outcome of Action Taken:	
Follow-up (including referrals)	Follow-up to actions:	
Evaluation	Evaluation of actions taken:	

CIMP	<i>Is there a Critical Incident Management Plan in Place?</i>	Yes: No:
	<i>If Yes, how is it working:</i>	Very Well: Satisfactorily: Less than Satisfactory:
	If no, how urgent is the perceived need of a CIMP?	Critical: Urgent: Not urgent:
Prevention Programmes	Do You Have Any Of These Prevention Programmes?	PALS: Change From Within: Friends of the School: PTA:
	Rate How Effectively The Programmes Are Working Using The Scale Of 1-5, where 1 is lowest and 5 highest	PALS: 1 2 3 4 5 Change From Within: 1 2 3 4 5 Friends of the School: 1 2 3 4 5 PTA: 1 2 3 4 5
Promoting Good Practices (Please Highlight Areas of Good Practices)	Educations	
	Social	
	Developmental	
Send to: Ministry of Education and Culture, Guidance & Counselling Unit		