



Preparing Today's Learner for Tomorrow

Administrative Procedure 3210

Serious School Incident Reporting

Board Governance Policy Cross Reference:

Administrative Procedures Cross Reference:

[Accidents – Students](#)

[Emergency Preparedness](#)

Form Cross Reference:

[Serious Incident Form](#)

Legal/Regulatory Reference:

The Interlake School Division (ISD) is committed to the safety and well-being of all students, staff and visitors to schools in the Division. However, despite our best efforts, schools will almost certainly be required to respond to serious incidents over the course of the school year.

Some of these incidents will include lockdown or hold and secure responses or precipitate law enforcement, fire department or EMS intervention. When incidents of a serious nature occur, it is important that ISD Senior Administration be made aware as soon as reasonably possible. The Principal (or site supervisor) is responsible for completing a [Serious Incident Form](#) and sending it to the Superintendent/CEO or designate as soon as possible after the incident. The following criteria will be used in determining the completion of the report:

- a student or staff member requires professional medical attention;
- a letter is sent home concerning the incident;
- the media is in contact with the school or Division;
- the police or other emergency services are notified;
- out-of-school incidents that are known to the Division resulting in serious injury or death involving a student or students in our schools.

The Superintendent/CEO or designate will report the serious incident to Manitoba Education as quickly as possible. For incidents that require investigation before a rendering of all relevant details are available, the Department should be informed of the general situation as soon as possible.