

Manitoba Education and Advanced Learning Serious Incident Report



School Division _____ School(s) _____

Date of Incident _____ Time of Incident _____ Reported By _____

Lockdown/Hold and Secure (select one if applicable) **Initiated By**

- | | |
|---|--|
| <input type="checkbox"/> Lockdown ¹ Start _____ End _____ | <input type="checkbox"/> Law Enforcement |
| <input type="checkbox"/> Hold and Secure ² Start _____ End _____ | <input type="checkbox"/> School |

Serious Incident Category (select all that apply)

- | | |
|--|---|
| <input type="checkbox"/> Bomb Threat | <input type="checkbox"/> Drug Trafficking |
| <input type="checkbox"/> Intruder | <input type="checkbox"/> Serious Vandalism |
| <input type="checkbox"/> Threatening Behaviour by Unknown Individual | <input type="checkbox"/> Fire |
| <input type="checkbox"/> Abduction/Attempted Abduction | <input type="checkbox"/> Chemical/Natural Gas Emergency |
| <input type="checkbox"/> Weapon ³ | <input type="checkbox"/> Fatality - Suicide |
| <input type="checkbox"/> Suspected Weapon | <input type="checkbox"/> Fatality - Accidental |
| <input type="checkbox"/> Serious Assault | <input type="checkbox"/> Fatality - Natural Causes |
| <input type="checkbox"/> School Bus Accident | <input type="checkbox"/> Threat in the Community |
| <input type="checkbox"/> Car/Pedestrian Accident | <input type="checkbox"/> Other _____ |
| <input type="checkbox"/> Serious Injury/Medical Emergency | |

Division/School Response to Incident (select all that apply)

- | | |
|--|---|
| <input type="checkbox"/> Contacted Law Enforcement/Fire Department | <input type="checkbox"/> Crisis Response Team Implemented |
| <input type="checkbox"/> Medical Treatment/Intervention/EMS | <input type="checkbox"/> No Response Required |
| <input type="checkbox"/> Evacuation | |

Individual(s) Involved in Incident **Incident Classification**

- | | |
|--|--|
| <input type="checkbox"/> Student(s) Grade(s) _____ | <input type="checkbox"/> In-School Incident ⁴ |
| <input type="checkbox"/> Staff | <input type="checkbox"/> External Incident ⁵ |
| <input type="checkbox"/> Other _____ | |

Summary of Incident

Incident Number (For Office Use Only)

[Print Form](#)

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SERIOUS INCIDENT

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 Manitoba Education and Advanced Learning be made aware as soon as reasonably possible. In order for the Department to have up-to-date information on such matters, and thus be in a better position to support division decision-making, a protocol was developed to facilitate the flow of information between divisions and the Department when serious incidents occur. The information request is intended to capture only incidents which schools consider serious enough to bring to the attention of division administration and which, in turn, are deemed by administration as serious enough to be forwarded to the Department.

DEFINITIONS

1 School Lockdown means the restriction of movement of students and staff due to a threat of violence within or in relation to the school. Types of events that trigger a school lockdown include, but are not limited to the following: dangerous intruder, active shooter, barricaded suspect.

2 Hold and Secure is used when it is desirable to secure the school due to an emergency situation occurring outside and not related to the school. In this situation, all exterior doors are locked and monitored, to allow any students from outside to enter, but the doors should otherwise remain locked. Classes may continue to function normally. Types of events that trigger Hold and Secure: Robbery or any serious criminal offence in close proximity to a school or where a suspect has been pursued by police near a school.

3 Weapon is defined in section 2 of the *Criminal Code (Canada)* as any thing used, designed to be used or intended for use in causing death or injury to any person, or for the purpose of threatening or intimidating any person and includes a firearm.

4 In-School Incidents are incidents that occur on school premises, during school hours, school related activities (field trips, sporting events, etc.) or when students are travelling to and from school via school bus.

5 External Incidents are incidents that occur off school premises that are reported by school divisions which impact the school environment (student or staff fatality, car accidents, incidents walking to and from school, etc.)

The Department should be notified of a serious incident as soon as possible by emailing a Serious Incident Report to IncidentReporting@gov.mb.ca, faxing the form to (204)948-2154 or by contacting Education Administration Services directly at (204)945-6899.