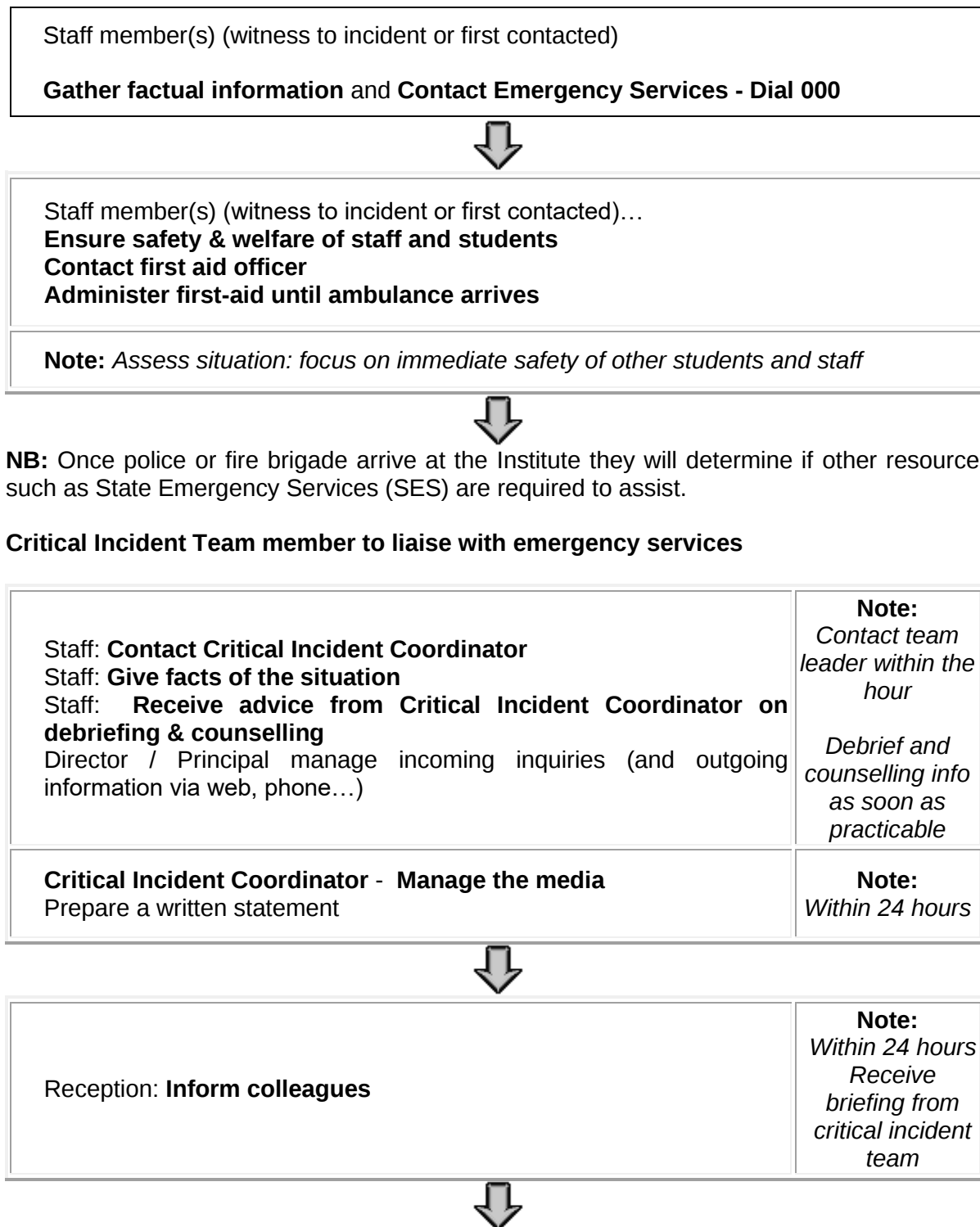


Critical Incident Flowchart



PEO, or their delegate Contact parents or families / friends of affected persons	Note: <i>Within 24 hours</i>
--	--



PEO Complete "Incident Report" form	Note: <i>Within 5 days</i>
---	--------------------------------------

Additional Action (When appropriate)

PEO, or their delegate: Convene brief meeting of the Critical Incident Team to:	
• discuss intervention plan	• obtain executive support



Contact Local Support Personnel		
Support Personnel		
Counsellors	Trauma Counselling Services	
Nursing and emergency staff	Hospital	



PEO, or their delegate: Convene full staff meeting of teaching and administrative staff to:	
• present information	• discuss action plan
• allow staff response	• decide on how students will be informed or given additional information



PEO: Set up a recovery room in the school:		
• provide fluids	• comfortable chairs	• support personnel



PEO, or their delegate: Inform students of:	
• facts of the incident	• school actions
• counselling services	• allow student discussion or response



