INCIDENT REPORT REVIEW FORM

Discuss thoroughly the incident in the following context. These questions should be completed and the Review Report filled in with the Director. Review should begin with a brief (10 minute max.) description of the incident.

1. What were the precipitating factors involved in the incident?

2. What were the intervention steps taken by professionals involved (internal and outside professionals)?

3. What was the follow-up plan and action taken after the incident/crisis was resolved?

4. In what ways can we prevent a similar incident in the future?

5. What were the key elements involved or missing in staff’s responses? This is an important learning opportunity for all staff in developing crisis intervention skills and preparedness.

Report submitted by: _______________________________ Date: _______________