**Post Incident Report**

*This report should facilitate a thorough review by District EOP team and other staff involved in the incident if needed. This report will ensure input from all appropriate participants. The team will identify deficiencies, district personnel will be assigned responsibility for correcting the deficiency, and a due date shall be established for that action.*

Date and Time:

Location of critical incident or emergency:

Personnel or students involved:

Overview of what happened:

What went well:

Training needed:

Improvements, deficiencies, and considerations for modifying current plan (assign responsibility for correcting concerns and establish a due date for corrections):

Equipment deficiencies:

Date of report:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_