



**CONFIDENTIAL CRISIS REPORT**

*Fill out this form immediately after taking all of the necessary steps required of you to manage the crisis.  
Please record all of the facts – and only the facts.*

*Please use additional paper as needed.*

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NAME OF PERSON INJURED, ILL, or VICTIMIZED:

\_\_\_\_\_ Circle one:    Adult    Child

1. Date of Crisis: \_\_\_\_\_

2. Time of Crisis (am/pm) \_\_\_\_\_

3. Name of person writing report: \_\_\_\_\_

4. Job Title: \_\_\_\_\_

5. Name of Person Who Informed Me of Crisis:  
\_\_\_\_\_

6. Contact Information of Person Who Informed Me of Crisis (phone number & location at time of incident):  
\_\_\_\_\_  
\_\_\_\_\_

7. Information about the crisis:  
a. What happened?  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

b. Where did it happen?  
\_\_\_\_\_

c. Who was involved in the crisis?

(Please write specific names, ages, and phone numbers if available.)

Name	Age	Phone Number
Name	Age	Phone Number
Name	Age	Phone Number
Name	Age	Phone Number
Name	Age	Phone Number
Name	Age	Phone Number

d. Steps that were immediately taken. (Please check the boxes and offer details when appropriate.)

911 was called. WHEN? \_\_\_\_\_  
Time Date  
Who made the call to 911? \_\_\_\_\_

The GSSNE Crisis Phone was called. WHEN? \_\_\_\_\_  
Time Date

Others were notified. If this was done, please specify who was notified & exactly when they were notified:

Name	Title	TIME
Name	Title	TIME
Name	Title	TIME

Other/additional actions were taken before I called the GSSNE Crisis Phone. Please give detailed information:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

8. Please describe the actions you took *after* you called the GSSNE Hotline. Please give detailed, organized descriptions of your actions. Please use additional paper if necessary.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Author's Signature: \_\_\_\_\_

Date: \_\_\_\_\_