



*\*updated August 16, 2024\**

## Moose Factory Ministik School Processes

### Report an Incident (Safe Schools Incident Reporting)

**\*EMERGENCY\*** Should the incident require *immediate* attention, please contact:

- a. the principal or vice-principal via radio, OR**
  - b. the school office 800**
- ...and then complete the form 😊**

*Please be advised: when submitting reports, the following process will be followed.*

### [Report an Incident \(SSIR\) Form](https://forms.gle/AxG1w71P9Skapfv47)

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- a. Injuries: in a timely manner, report all student injuries via the reporting form. For injuries requiring any kind of first aid & all head injuries, please *also* contact the school office or principal/vice-principal ASAP
- b. Report student incidents of acting out behaviour that require interventions, progressive discipline, or corrective measures complete the form in a timely manner, at least before the end of the work day.

If you have any questions, please do not hesitate to come by the office.  
Thank you for your understanding and cooperation!

