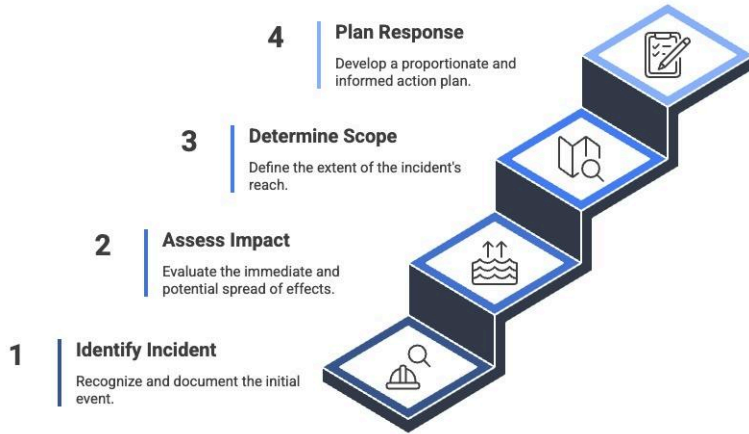


# Scope of Incident Tool

## Steps to Determine Incident Scope



This tool's purpose is to assist in determining the scope of an incident and inform your response. While working through this tool, consider all who are affected in the immediate sense and who else will be affected due to the potential spread of information and response to the incident. The response should be proportionate to the knowledge and spread of knowledge of the event and its impact on constituent groups.

## Action Steps to Determine the Scope of the Incident

✓ After complete	Date:
	Person(s) leading the response:
	Location of Incident: Is this in a space where others can still see it after the initial impact?
	Who has seen the after-effects of the incident (ie: in cases of vandalism or destruction of property)?  Small group (students/ staff/ both) School-wide Community-wide  Has the space been cordoned off (to lessen the impact of others seeing it and to assist in the investigation)?
	Description of incident:

	<p>Will the investigation involve law enforcement?</p> <p>Yes    No    Not at this time</p> <p>Notes:</p>
	<p>(Suspected) Person(s) who committed the incident:</p>
	<p>Persons who witnessed the incident:</p>
	<p>Person(s) who reported the incident:</p>
	<p>Person(s) who are the target of the incident, and is this a pattern of incidents targeting specific groups?</p> <p>Are members of the target group aware now, or might they be aware later, and how might they become aware?</p>
	<p>Who else knows about the incident, and how do they know?</p> <p>Small group (students/staff/both)  School-wide  Community-wide</p> <p>(Is information/misinformation about this in the media/ ocial media, are parents/community members aware, is office personnel or the district receiving calls?)</p>