



## ARCHDIOCESE OF PHILADELPHIA

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### SECRETARIAT FOR CATHOLIC EDUCATION

222 North Seventeenth Street • Philadelphia, Pennsylvania 19103-1299  
Telephone (215) 587-3700 • Fax (215) 587-3585 • e-mail: amclaughlin@archphila.org

### SECRETARY FOR ELEMENTARY EDUCATION

## Crisis Incident Report

**School:**

**Description of Incident:**

**Date / Time of Incident:**

**Location of Incident:**

**Communication** (*Who did you communicate with and when?*):

**Steps of Action Taken** (*What did you do and who did it?*):



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### SECRETARY FOR ELEMENTARY EDUCATION

**Local Authorities Involved:**

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**Persons Involved:**

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**Contact Person:**

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**Signature:**

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This form must be completed and sent to either:

- **Bernadette Dougherty, Assistant Superintendent of Elementary Schools**  
(Chester, Delaware & Montgomery Counties)  
[bdougherty@archphila.org](mailto:bdougherty@archphila.org) | Phone: 215-587-3743 | Fax: 215-587-2414
- **Sister Margaret Rose, Assistant Superintendent of Elementary Schools**  
(South Philadelphia, North Philadelphia & Bucks Counties)  
[sr.mradams@archphila.org](mailto:sr.mradams@archphila.org) | Phone: 215-587-3858 | Fax: 215-587-2414