

## EMERGENCY INCIDENT REPORTING

Incidents that fall within the following categories **MUST** be reported to the District Office **AS SOON AS POSSIBLE**. The report should include pertinent facts: when, where, how, and who (when appropriate). There may be incidents involving students when it is necessary to protect the privacy rights of the students, i.e., incidents regarding alleged child/sexual abuse.

1. Any incident involving **serious** bodily injury to a student or District employee that may result in permanent disability and/or is life threatening.

**To Report:** For Students: Student Accident Form available at all sites.

For Employees: Workers Compensation Form available at each site and at the District Office

2. Any bus or District vehicle accident, even if there are no injuries.

**To Report:** For bus or vehicle accidents – complete and turn into transportation a form found in the glove compartment of the vehicle or available at transportation, or at the District Office. Call the District Office or transportation immediately.

3. Any incident that may result in a claim for damages or litigation against the District.

**To Report:** No form is needed. Make a phone report to the District Office. A written statement may be necessary.

4. Any incident that may jeopardize the safety or security of District staff and/or students, i.e., a gas leak, a fire, a bomb threat, etc.

**To Report:** No form is needed. Make a phone report to the District Office. A written statement may be necessary.

5. Any incident that may generate media exposure.

**To Report:** Make a phone report to Superintendent/District Office as soon as possible.

6. Any incident in which emergency services (i.e., ambulance, fire department, etc.) or sheriff's office is called.

**To Report:** Make a phone report to District Office as soon as possible. Insure first aid is administered first.

7. Death of an Employee: If an employee receives notification that another employee has passed away, he/she should contact the Assistant Superintendent-Administrative Services.

Please be prepared to provide all of the following information that you can when you call:

Name

Date of death

Relative to call for information about deceased

Relative's phone number

Any known circumstances surrounding the death

**To Report:** Make a phone report to the Personnel Department.