



## ADMINISTRATIVE MEMORANDUM

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INCIDENT REPORTS | 3001.4

An incident report must be completed for any event or situation that occurs outside the daily routine including anything that could result in harm to a student or staff member (E.g. any time outside services such as police, fire, or ambulance are called to the building, vandalism, trespassing). Incident reports are also required in other circumstances including, injuries not treated by the school nurse, accidents on school property, damage to school property. Incident reporting serves as a way to disseminate information to all concerned parties in an efficient manner, to mobilize support, and to facilitate official recordkeeping. Incident reports are distinct from Mandatory Student Conduct Reporting requirements. Submitting an incident report will also enable the District to archive appropriate video camera footage or e-Records as required by law. In addition, incident reports are reviewed by the risk management committee to identify necessary improvements to policies and procedures.

Incidents must be reported in accordance with the following procedures:

1. The principal or designee shall report the incident immediately via telephone/text to their supervisor. The formal incident report shall be submitted as soon as practical but in all cases within 48 hours of the incident or when a principal becomes aware of an incident.
2. Follow-up reports should be submitted if new or additional information becomes available.
3. Incident reports will be reviewed and maintained by the Assistant Superintendent for District Operations. The Assistant Superintendent for District Operations will inform appropriate central office personnel where necessary.

The incident report is a Google form and can be found on the Intranet under Forms – Security. For some incidents, administrators are also required to submit other appropriate forms (e.g., Mandatory Student Conduct Reporting, , Employer’s First Report of Injury). The Incident Report form does not take the place of other required reports.

Questions about the information contained in this administrative memorandum should be directed to the Assistant Superintendent.

### TIPS

Incident reports may be completed by anyone but are forwarded to the building principal for review.

Be sure that incident reports only contain FACTS. These reports are frequently referred to by attorneys, insurance companies, etc.

Include information that will be important to remember after memories fade, or employees leave.

Statements, photos, additional information may be attached to the report as necessary.

When in doubt, ask your supervisor or submit a report.

Form can be accessed at: [IncidentReport](#)