

**STEPS AND GUIDING QUESTIONS FOR COMPLETING THE INCIDENT REPORT**

1. Did you contact the Educational Service Center Operations Coordinator or Division Head to notify of the incident?
2. Determine the type of incident and make sure you have the appropriate report form ready to complete.
 - a. Suspected child abuse – Child Abuse Form
 - b. Accident, Death, Injury, Medical – OEHS Injury/Accident Investigation Report Form
 - c. Other types of incidents – Incident Report Form
3. Where did the incident occur and its exact location?
 - a. On Campus (e.g., G building in Room 123, girl's bathroom at the gym, football field, etc.)
 - b. Off Campus (e.g., across from the school at a store – 234 North Adams St., Los Angeles)
 - c. District Facility (e.g., Beaudry Bldg. 1st floor lobby, PCSB room 123)
 - d. District School Bus/Vehicle (e.g., Bus 12345 drop off route to ABC School)
4. When did the incident happen? What time?
5. Know the correct type of incident(s) to be reported. Is the incident centered around or initiated by the actions of a:
 - a. Student
 - b. Employee
 - c. Parent/Guardian/Community Member
 - d. Facility
6. Include all detailed information related to the incident such as:
 - Harassment – physical or verbal
 - Medical – asthma, chest pain, faint, heat stress, intoxication, illness, diabetes, seizure, etc.
 - Possession of illegal substance – alcohol, cigarette, drugs, ecstasy, marijuana, etc.
 - Possession of weapon – bomb, firecracker, gun, imitation weapon, knife, etc.
7. Who was involved in the incident? List all persons involved. If the suspect or victim is unknown, enter “unknown” in the fields for first and last names.
 - a. Victim
 - b. Suspect
 - c. Witness
8. Is the person involved in the incident a/an
 - a. Student – student number, name, DOB, gender, grade, school of attendance
 - b. Employee – name, employee number, site/location name, classification (certificated or classified), job title
 - c. Parent/community member/visitor – name, home address, information of the child attending LAUSD school



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9. Brief summary of the incident – How did the incident occur? Include all important information and activities related to the incident such as:
 - Burglary – What is the estimated cost of the property damage? Was the intrusion alarm activated?
 - Abduction/Kidnapping – Was law enforcement contacted? If yes, which one?
 - Inappropriate conduct– If this incident is between an employee to student and warrants a child abuse incident, was it reported?
 - Bullying – Does this incident require suspension?

10. Brief description of school actions taken or administrative follow-through – What was done to address the incident? Include all important information and activities related to the incident such as:
 - Arrest of an employee – Contacted Staff Relations and Employee Relations for notification and information.
 - Assault/Battery – The school utilized the District Crisis Team.
 - Bullying – Requested training and intervention from the Office of School Operations, Human Relations, Diversity and Equity
 - Possession of weapon - Parent of the student was notified and expulsion proceedings will be followed.

11. Please note that once a report is submitted, automatic e-mail notifications of the incident will be forwarded to the following:
 - a. Educational Service Center Administrator of Operations
 - b. Educational Service Center Operations Coordinator
 - c. Board Member or representative
 - d. Deputy Superintendent
 - e. Chief of Staff
 - f. Asst. Superintendent of School Operations
 - g. General Counsel
 - h. School Police
 - i. OEHS
 - j. Risk Management
 - k. Facilities
 - l. Staff Relations
 - m. Employee Relations