



LOS ANGELES UNIFIED SCHOOL DISTRICT POLICY BULLETIN

TITLE: Incident System Tracking Accountability Report (ISTAR)
NUMBER: BUL-5269.2
ISSUER: Michelle King, Senior Deputy Superintendent
School Operations
Earl R. Perkins, Assistant Superintendent
School Operations
DATE: July 10, 2013

ROUTING
All Employees
All Locations

POLICY: The Los Angeles Unified School District (District) is committed to supporting schools and offices as they work to create and maintain safe and caring learning and working environments for all students and staff. The District's Incident System Tracking Accountability Report (ISTAR) is the District-wide electronic tool to report and document incidents involving students, employees, or the school community which occur on or near District schools and sites. Accurate reporting enables the Educational Service Center (ESC), Central Office and other responders to mobilize efficiently and effectively and allocate appropriate resources to address incidents and provide support to schools, offices, and those affected. The system is also intended to reduce potential miscommunication. ISTAR will capture more specific incident information and produce more accurate and meaningful data to find similarities in incidents so that divisions can develop solutions and strategies to address these incidents and improve the response process(es).

MAJOR CHANGES: This bulletin replaces Bulletin No. BUL-5269.1 "Incident System Tracking Accountability Report," dated August 13, 2012, issued by the Office of the Superintendent. It provides updates in the procedures and guidelines in using the upgraded ISTAR system.

- GUIDELINES:**
- I. ACCESSING AND USING ISTAR
 - A. Principals and division heads have automatic access to ISTAR and are able to complete, submit and view all reports associated with their school/office. These reports can be filtered, searched and sorted to assist users. These users have "Level 1" access to ISTAR.
 - B. Nurses, cafeteria managers and plant managers also have automatic access to ISTAR and can complete, submit and view reports that they have generated. These users have "Level 2" access to ISTAR.
 - C. Principals can grant ISTAR access to three additional staff, referred to as "designees". Designees should be out-of-classroom personnel or have supervisory responsibility, i.e., assistant principal or the school administrative assistant. When adding a designee, principals need to determine what access level will be granted, 1 or 2.
 - D. The report form is divided into four main tabs and two conditional tabs.



LOS ANGELES UNIFIED SCHOOL DISTRICT POLICY BULLETIN

Users should enter all information requested into all tabs:

1. **Incident** – This includes important information regarding the reporter of the incident, contact information, location, time of incident and if the incident is centered around or involves a District school/facility.
2. **Persons Involved** – To ensure that the District has accurate information regarding the person(s) involved in an incident, whether it be a victim(s), suspect(s), or witness(es), it is important that the reporter provide the following important information as applicable: name, grade, date of birth, gender, school of attendance, student identification number, employee number, site or office name, position classification, job title, home address. In order to successfully track these incidents, the user should enter the student identification number when applicable.
3. **Issue Type** – Staff should select the issue type that best describes the incident. Although there is an option for users to select “other”, every effort should be made to select within the issue types provided. See Attachment B for a list of issue types with definitions.
4. **Incident Summary** – Staff should be concise and succinct in summarizing the incident. The pertinent events of the incident should be documented so that key responders can ascertain the details of the incident. In addition, staff should enter updates in a timely manner to ensure key responders, divisions and offices are apprised of important developments regarding the incident. This tab also allows users to document who they directly notified of the incident.
5. **Injury/ Illness Report (CONDITIONAL TAB)** – This tab appears if the incident involves an injury. If the incident involves an injury to a student, employee, or visitor, an Injury/Accident Investigation Report must be completed within 24 hours. A separate Injury/Accident Investigation Report must be completed for each injured person. This form is also required for incidents such as accident, death, medical treatment, transport by ambulance, and emergency room treatment or hospitalization. ISTAR will automatically route the reporter to the Injury/Accident Investigation Report Form once one of these issue types, noted in red, is selected.
6. **Risk Assessment Referral Data (RARD) (CONDITIONAL TAB)** – This tab appears if an incident involves a student(s) who requires psychiatric hospitalization or is exhibiting suicidal behaviors, ideations, or self-injury. The administrator or designee shall maintain records and documentation of actions taken at the school for each case by completing an incident report and a RARD in ISTAR. In order to successfully track these incidents, the user should enter the student identification number in the Person’s Involved tab. For complete guidelines regarding the RARD, please refer to BUL-2637.1, “Suicide Prevention, Intervention and Postvention (Students)”, Section IV.H.



LOS ANGELES UNIFIED SCHOOL DISTRICT POLICY BULLETIN

- E. It is important to know that all District employees shall report instances of suspected child abuse or neglect by telephone immediately, or as soon as practically possible, to an appropriate child protective agency and shall prepare and send a written report to the **same** child protective agency within 36 hours of receiving the information concerning the incident. Suspected child abuse reports must not be made to Los Angeles School Police Department (LASPD) Officers or Safety Officers.

Making a report of suspected child abuse does not relieve staff of its responsibility to take administrative action to protect any alleged target/victim and/or initiate disciplinary proceedings or appropriate action against the perpetrator(s)/suspect(s). An ISTAR relating to the incident only and not the details of the suspected child abuse information must be completed and submitted so divisions, the ESC, unit/division head, or employee performance accountability field/ labor relations representatives, can take appropriate actions for both the victim and the suspect.

NOTE: The Suspected Child Abuse Report is confidential and should not be discussed with anyone other than a child protective agency representative, unless the employee/mandated reporter voluntarily waives his/her right to confidentiality as outlined in Bulletin No. BUL- 1347.2, "Child Abuse and Neglect Reporting Requirements", (Section XIV-Confidentiality). If employee misconduct is involved, users should select the issue type "Inappropriate Conduct" and report the misconduct directly to Employee Accountability Performance. If student misconduct is involved, appropriate student discipline should be considered separate from suspected child abuse reporting.

- F. Campuses with Beyond the Bell and other after-school programs are to ensure that the reporting procedures are in alignment with those during the school day. Beyond the Bell and after-school staff will work with the school site administrator and develop a communication protocol to properly report an incident that occurs after school. If access to ISTAR is not immediately available, because of the timing of the incident, a written Incident Report Form will be submitted to the school administration the next school day by appropriate Beyond the Bell staff. (See Attachment C) Incidents involving students that occur during Beyond the Bell weekend activities will be reported to the home school(s) on the following work day.
- G. Schools are required to report in ISTAR specific incidents that require student disciplinary action. A message reminder will be prompted if the user select an incident type that is in this category – *"Please note that the student related incident you have selected is subject to possible disciplinary action, suspension or expulsion."*



LOS ANGELES UNIFIED SCHOOL DISTRICT POLICY BULLETIN

II. ADMINISTRATOR/ SUPERVISOR RESPONSIBILITIES

- A. Incidents must be reported immediately by telephone to the appropriate ESC Operations Coordinator or Division Head.
- B. Incidents of a critical or serious nature that impact the school operations must be completed and electronically submitted as soon as possible the same day that the incident occurred. Less serious incidents should be completed and electronically submitted within 24 hours. Each incident created and submitted will be assigned a unique incident number. ISTAR can be accessed via the Office of School Operations' website (<http://schooloperations.lausd.net>) or by typing the internet address: <http://istar.lausd.net>.
- C. Principals and office administrators must also review all reports submitted by their designee or staff or submitted by the Los Angeles School Police Department (LASPD) for accuracy and completeness of information.
- D. Principals and office administrators must consistently update unresolved incidents with the steps taken to ensure that appropriate actions or interventions are implemented and documented in a timely manner.
- E. Principals should ensure that employees no longer assigned to their school do not have access to ISTAR and should delete them as designees. (See Attachment A)

III. EDUCATIONAL SERVICE CENTER ADMINISTRATOR OF OPERATIONS RESPONSIBILITIES

- A. Review incident reports submitted online for completeness and determine whether any additional action is required in accordance with District policy, procedures, or other mandated reporting procedures such as suspected child abuse or police reports.
- B. Determine whether additional ESC or central office resources or assistance might be required, suggested or offered to support the school.
- C. Develop a communication protocol for significant incidents between the ESC and the Office of School Operations.

IV. AUTOMATIC E-MAIL NOTIFICATIONS VIA ISTAR

- A. Through this electronic process, the appropriate ESC, District divisions, and the Office of School Operations are automatically notified of an incident once the user clicks "Submit".
- B. Notifications of all school and District office incidents reported in ISTAR are automatically sent to the following offices: Chief Operating Officer, Communications, General Counsel, School Operations, and the Los Angeles School Police Department (LASPD).
- C. Notifications of all school site incidents reported in ISTAR are automatically sent to the respective Board Member or representative, Administrator of Operations and the Operations Coordinator(s).



LOS ANGELES UNIFIED SCHOOL DISTRICT POLICY BULLETIN

- D. Additional notifications, based on the incident submitted, are also sent to the following division heads/office administrators:
1. Division of Risk Management and Insurance Services – accident, death, injury, medical, theft
 2. Employee Relations – employee death and incidents reported to law enforcement agency(ies) such as inappropriate conduct, abduction, arrest, assault/battery, fighting/physical aggression, fraud allegation, missing/runaway, possession of illegal substance or weapon, robbery, shooting, sexual behavior-inappropriate, theft, and threat
 3. Facilities Division – all facilities issues that impact instruction and school operations such as: air conditioning problem, bells out of order, burglary, environmental hazard/odor, fire, fire alarm system, fire sprinkler broken, gas leak, heating system problem, lost school keys, rodent/insect problem, sewer problem, theft, trespass, utility failure, vandalism/property damage
 4. Office of Environmental Health and Safety – accident, death, injury, medical, all facility related incidents requiring action such as air conditioning problem, burglary, environmental hazard/odor, fire, fire sprinkler broken, gas leak, heating system problem, rodent/insect problem, sewer problem, vandalism, utility failure
 5. Employee Performance Accountability – employee related incidents requiring disciplinary proceedings/action such as act of violence, arrest, assault/battery, disruptive behavior/annoyance, fighting/physical aggression, fraud allegation, harassment, hazing, possession of illegal substance, possession of weapons, sexual behavior, suicidal behavior, theft, threat
 6. Student Health and Human Services (District Nursing/Pupil Services) – incidents such as death, injury, medical, suicidal behavior, all incidents requiring crisis team response, all incidents requiring suspension or expulsion such as altercation, arrest, assault/battery, fighting/physical aggression, possession of illegal substance or weapon, shooting
 7. Transportation Branch – incidents that occurred on a District school bus or vehicle, walkout/demonstration
- E. Depending on the incident type, schools and offices are still required to contact appropriate agencies, additional District division(s) or office(s) for notification, intervention, and resolution. The ISTAR reporting system does not substitute or replace other specific forms required to comply with legal requirements or other District mandates, including but not limited to filing suspected child abuse and neglect reports, or notifying law enforcement of criminal activity or filing police reports.

AUTHORITY:

This is a policy of the Office of the Superintendent and under the authority of School Operations.



LOS ANGELES UNIFIED SCHOOL DISTRICT POLICY BULLETIN

ATTACHMENTS: Attachment A – Procedure to Access and Use The Online Reporting System
Attachment B – Issue Type Definitions
Attachment C – Incident Report Form
Attachment D – Injury/Accident Investigation Report Form
Attachment E – Steps and Guiding Questions for Completing the Incident Report Form
Attachment F – Notification and Communication of School Incident
Attachment G – Notification and Communication of Office Incident

RELATED RESOURCES:

- *Act of Violence* Bulletin 5047.1, issued by the Division of Risk Management and Insurance Services
- *Bullying and Hazing Policy* (Student-to-Student and Student-to-Adult) Bulletin 5212.1, issued by the Office of the Superintendent
- *Child Abuse and Neglect Reporting Requirements* Bulletin 1347.2, issued by the Office of the General Counsel
- *Expulsion of Students – Policy and Procedures* Bulletin 4655.1, issued by Student Health and Human Services
- *Responding to and Reporting Hate-Motivated Incidents and Crimes* Bulletin 2047.0, issued by the Office of the General Counsel
- *Sexual Harassment Policy* (Student-to-Student, Adult-to-Student, and Student-to-Adult) Bulletin 3349.0, issued by the Office of General Counsel
- *Suicide Prevention, Intervention and Postvention (Students)* Bulletin 2637.1, issued by Student Health and Human Services
- *Threat Assessment and Management* (Student-to-Student, Student-to-Adult) Bulletin 5799.0, issued by Student Health and Human Services
- *Title IX Policy/Complaint Procedures* Bulletin 2521.1, issued by the Office of the General Counsel
- *Workplace Violence, Bullying and Threats* (Adult-to-Adult) Bulletin 5798.0 issued by Student Health and Human Services

ASSISTANCE: For assistance or further information, please contact the following:

Office of School Operations (213) 241-5337

Educational Service Center - Operations Office

ESC	Phone Number	Fax Number
North	818-654-3600	818-881-6728
South	310-354-3400	310-532-4674
East	323-224-3100	323-222-5702
West	310-914-2100	310-445-4785
ISIC	213-241-0100	213-241-3350



LOS ANGELES UNIFIED SCHOOL DISTRICT

OFFICE OF THE SUPERINTENDENT • OFFICE OF SCHOOL OPERATIONS

INCIDENT SYSTEM TRACKING ACCOUNTABILITY REPORT (ISTAR) USAGE GUIDELINES

1. The reporting system can be accessed through www.lausd.net under the Office of School Operations or by typing the internet address: <http://istar.lausd.net>.

En Espa?ol Inside LAUSD Superintendent Board of Education Offices ESC Main

Los Angeles Unified School District
All Youth Achieving

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School Operations Division

School Operations
Emergency Services
Human Relations
Child Abuse Awareness
Crisis Counseling
School Police
Safe School Plan
Initiatives
Resources

Mission Statement
The mission of the Office of School Operations is to ensure that every LAUSD site receives support and guidance toward creating and maintaining a safe and caring environment that supports learning and achievement.

Resources
ISTAR INCIDENT SYSTEM TRACKING ACCOUNTABILITY REPORT
Please click to access the ISTAR to complete and submit an Incident report.

Michelle King,
Senior Deputy Superintendent,
School Operations
333 South Beaudry Ave., 24th Floor
Los Angeles, CA 90017

New Publications
Dist 5269.1 Incident System Accountability Report (ISTAR)
Child Abuse and Neglect Re
BIA-1347.2
SIS Discipline Module FAQ
ISTAR Annual Report (2011)
Safe School Plan Updates
School Operations January 2
Newsletter
Tool Kit for Principals

Email Contact
If you have questions or comments, please email: School Operations

Principal's Portal
Principal's Portal

Strategic Operational Review
Please click on the play button below to view the presentation to the Board.

EARL PERKINS,
ASSISTANT SUPERINTENDENT
SCHOOL OPERATIONS
Tel. No. (213) 241-3337
Fax No. (213) 241-8650

2. To access the application system, log in by using your **single SIGN-ON** information (USER NAME: name.lastname; PASSWORD: same password for e-mail Outlook or turning on your computer)

Los Angeles Unified School District
ISTAR - Incident Reporting

Incident/Injury Form

[Click to access the Incident Report System to complete and submit an Incident Report](#)

ISTAR (Incident Reporting) - Login Screen

User Name:


Password:


Session times out after 30 minutes.


3. You will be prompted to the "HOME" display screen below:


[Incident Report](#) | [Child Abuse Report](#)


Select the appropriate action for your incident entry: Begin by clicking either "Begin Incident Report" or "Child Abuse Report."











Home


Adm. Screen


Print/
Print Preview


Help
Document


Logout

INCIDENT REPORTING LIST									
Id	Location Name	Report Date	Report Title	Incident Type	Create Date	Created By	Update Date	Status	Option
11183	1056001 OFF OF CHIEF OPR OFC Injury Form	11/2/2009	PRIN ADMINISTRATIVE ASSISTANT	Accident	11/23/2010	jasmin.malinao	11/23/2010	OPEN	
11182	1056001 OFF OF CHIEF OPR OFC Incident Form	11/24/2009	PRIN ADMINISTRATIVE ASSISTANT	Incest	11/23/2010	jasmin.malinao	11/24/2010	OPEN	
11181	1056001 OFF OF CHIEF OPR OFC Injury Form	11/24/2009	PRIN ADMINISTRATIVE ASSISTANT	Injury	11/23/2010	jasmin.malinao	11/23/2010	OPEN	
11180	1056001 OFF OF CHIEF OPR OFC Injury Form	11/23/2009	PRIN ADMINISTRATIVE ASSISTANT	Intoxication	11/22/2010	jasmin.malinao	11/22/2010		
11179	1007001 SCHOOL OPERATIONS Injury Form	11/2/2009	ADVSr, TEMP,	Bullying, Injury, Social	11/19/2010	bob.spears	11/23/2010		
11178	1007001 SCHOOL OPERATIONS Injury Form	11/2/2009	Administrative Secretary	Accident	11/19/2010	janet.moore	11/19/2010	CLOSED	
11177	1007001 SCHOOL OPERATIONS Injury Form	11/2/2009	ADMIN SECRETARY I	Accident	11/19/2010	artis.norton	11/19/2010	CLOSED	
11175	1056001 OFF OF CHIEF OPR OFC Injury Form	11/2/2009	PRIN ADMINISTRATIVE ASSISTANT	Accident	11/19/2010	jasmin.malinao	11/19/2010		
11176	1056001 OFF OF CHIEF OPR OFC Injury Form	11/2/2009	PRIN ADMINISTRATIVE ASSISTANT	Accident	11/19/2010	jasmin.malinao	11/19/2010		
11174	1007001 SCHOOL OPERATIONS Injury Form	11/18/2010	ASST SUPT, SCHOOL OPERATIONS	Accident, Altercation	11/18/2010	earl.perkins	11/22/2010	CLOSED	


Page 1 of 588 (5871 items)

[1](#)
[2](#)
[3](#)
[4](#)
[5](#)
[6](#)
[7](#)
...
[586](#)
[587](#)
[588](#)

List of reports for your location only.

4. Principals and Supervisors at each school and office sites are automatically given access to the Incident Reporting System. He/she will be authorized to:

- assign up to 3 designees to access the site
- manage the user assignments, roles and rights



LOS ANGELES UNIFIED SCHOOL DISTRICT
Office of the Superintendent
School Operations

Admin Screen

[User Manager](#)

[Reports Screen](#)

[Return to Main Menu](#)

The Administrator Screen will allow you to perform the following:

- Manage the user assignments, roles and rights
- Assign designees
 - LEVEL 1 – Access to all location reports, view and edit
 - LEVEL 2 – Limited access to initiate and save reports only. No view access to location report(s).
- Reports Screen

5. To enter an incident report, select "BEGIN INCIDENT REPORT" from the Main Menu Page.

[Incident Report](#) | [Child Abuse Report](#)

Select "Begin Incident Report" to enter incident information.

INCIDENT REPORTING LIST									
Id	Location Name	Report Date	Report Title	Incident Type	Create Date	Created By	Update Date	Status	Option
11183	1056001 OFF OF CHIEF OPR OFC Injury Form	11/2/2009	PRIN ADMINISTRATIVE ASSISTANT	Accident	11/23/2010	jasmin.malinao	11/23/2010	OPEN	
11182	1056001 OFF OF CHIEF OPR OFC Incident Form	11/24/2009	PRIN ADMINISTRATIVE ASSISTANT	Incest	11/23/2010	jasmin.malinao	11/24/2010	OPEN	
11181	1056001 OFF OF CHIEF OPR OFC Injury Form	11/24/2009	PRIN ADMINISTRATIVE ASSISTANT	Injury	11/23/2010	jasmin.malinao	11/23/2010	OPEN	
11180	1056001 OFF OF CHIEF OPR OFC Injury Form	11/23/2009	PRIN ADMINISTRATIVE ASSISTANT	Intoxication	11/22/2010	jasmin.malinao	11/22/2010		
11179	1007001 SCHOOL OPERATIONS Injury Form	11/2/2009	ADVS, TEMP,	Bullying, Injury, Social	11/19/2010	bob.spears	11/23/2010		
11178	1007001 SCHOOL OPERATIONS Injury Form	11/2/2009	Administrative Secretary	Accident	11/19/2010	janet.moore	11/19/2010	CLOSED	
11177	1007001 SCHOOL OPERATIONS Injury Form	11/2/2009	ADMIN SECRETARY I	Accident	11/19/2010	artis.norton	11/19/2010	CLOSED	
11175	1056001 OFF OF CHIEF OPR OFC Injury Form	11/2/2009	PRIN ADMINISTRATIVE ASSISTANT	Accident	11/19/2010	jasmin.malinao	11/19/2010		
11176	1056001 OFF OF CHIEF OPR OFC Injury Form	11/2/2009	PRIN ADMINISTRATIVE ASSISTANT	Accident	11/19/2010	jasmin.malinao	11/19/2010		
11174	1007001 SCHOOL OPERATIONS Injury Form	11/18/2010	ASST SUPT, SCHOOL OPERATIONS	Accident, Altercation	11/18/2010	earl.perkins	11/22/2010	CLOSED	

Page 1 of 588 (5871 items) [1](#) [2](#) [3](#) [4](#) [5](#) [6](#) [7](#) ... [586](#) [587](#) [588](#)

6. The ISTAR Application is divided into six tabs:

- | | |
|--------------------------|-----------------------------------------------|
| I. Incident Tab | IV. Incident Summary Tab |
| II. Persons Involved Tab | V. Incident/Injury Report Tab* |
| III. Issue Types Tab | VI. RARD (Risk Assessment Referral Data) Tab* |
- * Conditional Tabs

You can navigate or view each tab by:

ISTAR - INCIDENT SYSTEM TRACKING ACCOUNTABILITY REPORT

NOTIFY YOUR EDUCATIONAL SERVICE CENTER OPERATIONS COORDINATOR (ES)

On top: click on each tab to open the screen

THIS IS A CONFIDENTIAL REPORT for use of Los Angeles Unified School District attorneys. No copies of this report shall be furnished to anyone including employees, students, parents, or the public. This report must be completed within 24 hours of an incident involving an injury to students, employees or community member/visitor. Do not use this form for contractors. If this is an employee file separate from personnel files. Do not keep copies of student or community member/visitor injury investigations at your location. Attach additional documents, photos, etc., as needed.

Incident #12334 [Persons Involved](#) [Issue Types](#) [Incident Summary](#) [Injury/Illness Report](#) [RARD](#)

I. INCIDENT TAB

The Incident Tab screen will reflect the following:

- Reporter Information - The reporter information is **auto populated** based on your SINGLE SIGN ON information but can also be manually corrected in the event that some of the information is incorrect. Reporter information includes:
 - Cost Center
 - Employee Number
 - Title
 - First and Last Name
 - Telephone Number
 - Fax Number
 - E-mail
- Contact Information for Additional Updates
- Location of Incident
- Date of Incident
- Time of Incident

I. INCIDENT TAB cont.



THIS IS A CONFIDENTIAL REPORT for use of Los Angeles Unified School District attorneys. No copies of this report shall be furnished to anyone including employees, students, parents without permission from the Office of the General Counsel. This report must be completed within 24 hours of an accident involving an injury to students, employees or community member/visitor. Do not use this form for contractors. If this is an employee injury report, keep a copy of this investigation at your location in a confidential file separate from personnel files. Do not keep copies of student or community member/visitor injury investigations at your location. Attach additional documents, photos, etc., as necessary.

Incident #12334	Persons Involved	Issue Types	Incident Summary	Injury/Illness Report	RARD
<div> <div>Cost Center</div> <div>1007001 - SCHOOL OPERATIONS (ESC:ZA)</div> </div> <div> <input checked="" type="checkbox"/> On Campus <input type="checkbox"/> Off-Campus <input type="checkbox"/> At another school <input type="checkbox"/> District Office <input type="checkbox"/> District School Bus/Vehicle </div> <div> <input type="checkbox"/> Going to or from school <input type="checkbox"/> Going to or from a school sponsored activity </div> <div> <input type="checkbox"/> Cafeteria <input type="checkbox"/> During Lunch Period <input type="checkbox"/> Other </div> <div> <div>Exact Location</div> <div>abc</div> <div>(Building #, Room, Address)</div> </div> <div> <div>Incident Date</div> <div>5/30/2013</div> <div>Incident Time</div> <div>5:04 PM</div> </div> <div> <div>Reporter Employee No.</div> <div></div> </div> <div> <div>First Name*</div> <div></div> <div>Last Name*</div> <div></div> </div> <div> <div>Phone No.</div> <div>(213)241-5337</div> <div>Fax No.</div> <div>(213)241-8950</div> </div> <div> <div>Email*</div> <div></div> <div>Title</div> <div></div> </div> <div> <div>Contact Name</div> <div></div> <div>Contact Phone</div> <div>() - -</div> </div> <div> <div>Contact for Additional Updates</div> </div> <div> <div>Is this incident centered around or involve an issue with District School/Facilities (i.e. lost keys, flood, fire)?</div> <div> <input type="radio"/> Yes <input checked="" type="radio"/> No </div> </div>					

Save Only

Save Only

Please note that clicking 'Submit Report' will send a notification message to various groups.

Incident # 12333 was successfully updated at 6/12/2013 11:08:54 AM



The response to this question will affect the information that will be shown on the Issue Types Tab:

If "YES" is selected – List of Facilities Issue Types will be shown.

If "NO" is selected – List of issue types involving students, employee, parent/community member will be shown.

II. PERSONS INVOLVED

The Persons Involved Tab will allow you to add information regarding the

- Suspect
- Victim
- Witness

It will also require the reporter to provide appropriate information such as:

- | | | |
|------------------|---------------------------|-----------------------------------------------------------------------|
| • Student Number | • School of Attendance | • Job Title |
| • Name | • Employee Number | • Home Address |
| • Grade | • Site or Office Name | • Parent/Guardian of a student attending which school and grade level |
| • Date of Birth | • Position Classification | |
| • Gender | | |

II. PERSONS INVOLVED TAB cont.

Persons Involved Tab

LOS ANGELES UNIFIED SCHOOL DISTRICT
ISTAR - INCIDENT SYSTEM TRACKING ACCOUNTABILITY REPORT
NOTIFY YOUR EDUCATIONAL SERVICE CENTER OPERATIONS COORDINATOR (ESCCO) BY TELEPHONE IMMEDIATELY

THIS IS A CONFIDENTIAL REPORT for use of Los Angeles Unified School District attorneys. No copies of this report shall be furnished to anyone including employees, students, parents without permission from the Office of the General Counsel. This report must be completed within 24 hours of an accident involving an injury to students, employees or community member/visitor. Do not use this form for contractors. If this is an employee injury report, keep a copy of this investigation at your location in a confidential file separate from personnel files. Do not keep copies of student or community member/visitor injury investigations at your location. Attach additional documents, photos, etc., as necessary.

Incident #12334 **Persons Involved** Issue Types Incident Summary Injury/Illness Report RARD

Is this incident centered around or involve the actions of a
☐ Student ☒ Employee ☐ Parent/Community Member

Does this incident warrant a suspected child abuse report? ☒ Yes ☐ No

Persons Involved

Type	User Type	First Name	Last Name	Gender	View/Edit	Delete
Witness	employee	asdf	zxcv	M		

Add New

The response to this question will affect the information that will be shown on this screen:
If "YES" is selected – The information regarding suspected child abuse reporting will be shown.
If "NO" is selected – Only the Persons Involved information will be shown.

The person(s) that initiated the incident should be checked

If this warrants a child abuse incident, report such suspected incident of abuse or neglect to a designated agency immediately or as soon as practically possible by telephone:

Los Angeles Police Department
(LAPD): 213-485-4700
LA County Sheriff's Department
(LASD): 323-267-4800
LA County Dept. of Children and Family Services
(DCFS): 800-540-4000

or send a written report thereof within 36 hours of receiving the information concerning the incident.

[Child Abuse Report](#)

Making a report of suspected child abuse does not relieve the school/District of its responsibility to take administrative action to protect any alleged target/victim, support the needs of the child, and/or initiate disciplinary proceedings or appropriate action against the perpetrator(s)/suspect(s). Complete an Incident Report relating to the incident only and not the details of the suspected child abuse information. This important information will be sent to Educational Service Center Directors, Unit/Division Head, or the Staff Relations/HR Labor Representatives, to take appropriate actions for both the victim and the suspect as necessary.

In order to successfully track incidents and produce accurate reports, the user should enter the student identification number and employee number in the Person's Involved Tab. It is important to note that entering the student identification number will allow the user to view previous RARD reports for issue types related to suicidal behavior.

III. ISSUE TYPE TAB

The Issue Type Tab screen contains a listing of various incidents occurring on or near schools and offices. Users should avoid using "other" issue type if at all possible.

A link to definitions of incident types is also accessible from this screen.

III. ISSUE TYPE TAB cont.

Issue Types Tab

Incident #12334

Persons Involved Issue Types Incident Summary Injury/Illness Report RARD

Issue types in red require completion of the Injury/Illness Report Tab

The ISTAR system uses these issue definitions as the key element of its reporting process. Be familiar with the various incident types and definitions to use it effectively.

Issue Definitions

Link to download list of issue types and definitions.

Sample screen display for:

- List of Incident Types
- Sub Issue Types

Abduction

☐ Accident

☐ Altercation (Verbal)

☐ Arrest

Bullying

☒ Death

Discrimination/Harassment (Only grades 4-12 for student suspension)

☐ Disruption/Willful Defiance

Fighting/Physical Aggression

☐ Fraud Allegation

☐ Hazing

☐ Injury

☐ Lockdown

Medical

☐ Missing/Runaway

Illegal/Controlled Substance

Weapons

☐ Intergroup Conflict

☐ Robbery

Sex Crime

☐ Shooting

Suicidal Behavior

☒ 5150/Hospitalization

☐ Self-injury / Cutting

☐ Suicidal Behavior/Ideation (injury)

☐ Suicidal Behavior/Ideation (non-injury)

ISIS incident types and system access:

LOS ANGELES UNIFIED SCHOOL DISTRICT
ISTAR - INCIDENT SYSTEM TRACKING ACCOUNTABILITY REPORT
NOTIFY YOUR EDUCATIONAL SERVICE CENTER OPERATIONS COORDINATOR (ESCOC) BY TELEPHONE IMMEDIATELY

THIS IS A CONFIDENTIAL REPORT for use of Los Angeles Unified School District attorneys. No copies of this report shall be furnished to anyone including employees, students, parents without permission from the C...

Incident #12335

Persons Involved Issue Types Incident Summary Injury/Illness Report RARD

Message reminder will show when you select an incident that requires ISIS entry.

The page at devcon1 says:

Please note that the student related incident you have selected is subject to possible disciplinary action, suspension or expulsion. Please make sure that complete student information is entered on the PERSONS INVOLVED T... ie ISIS system if necessary.

Save Only

Submit Report

Please note that clicking 'Submit Report' will send a notification message to various groups.

IV. INCIDENT SUMMARY TAB

The Action Tab will allow you to:

- Record Incident Description
- Record Updates
- Record and track necessary actions required to resolve the incident
- Record user log - Name of who created and updated the report
 - Date when the report was created and updated
 - Time when the report was created and updated
- Record Additional Notification
- Select and save status of the incident (open, pending, or closed)
- Attach and save documents such as pictures, notes, etc.
- E-mail the report to another person
- Revise and only save the document without submitting the report (note: system will save but will send automatic reminder to limited staff from the Office of School Operations)
- Submit report for automatic distribution to appropriate District staff

Incident #12334

Persons Involved Issue Types Incident Summary Injury/Illness Report RARD

Incident Description: How did this happen? What was the injured person doing at the time of injury? Describe the events immediately preceding the injury. Identify any LAUSD employees involved in the accident and any tools, machinery, equipment, or vehicles involved (attach photos).

Allows you to type in the description of the incident, follow-up steps taken, and assistance received.

Email

Enables user to e-mail the report to anyone in the Outlook list.

Incident Status: closed

Incident Status – select the appropriate status of the incident:

- **Open** - action(s) required
- **Closed** - incident has been completed and no further action is required. Report will automatically close after 30 days.
- **Void** - nullify the report.

Updated Information

Date	Description	Created
No data to display		

[Add New](#)

Action Details

Description	Status
No data to display	

[Add New](#)

Record additional actions or information

Record action details.

Additional notification at your discretion may be recorded below:

Notified	Department Name	Notify Name	Date	#
<input type="checkbox"/>	72 Hour Parent Notification Letter			Delete
<input type="checkbox"/>	Ed. Equity Compliance			Delete
<input type="checkbox"/>	Nearby Schools			Delete
<input type="checkbox"/>	Operations Coordinator			Delete
<input type="checkbox"/>	School Police (213) 625-6631			Delete
<input type="checkbox"/>	School Services Director			Delete
<input type="checkbox"/>	Special Education/IEP Unit			Delete
<input type="checkbox"/>	Office of Environmental Health and Safety			Delete
<input type="checkbox"/>	Employee Performance Accountability			Delete
<input type="checkbox"/>	Crisis Counseling Office			Delete

[Add New](#)

Record additional information notification

Enable user to upload and save documents such as pictures, notes, etc.

Open

Browse... Upload

Sends automated email notifications to appropriate divisions and offices.

Created By: EARL PERKINS
Last Updated By: MURALIHARAN SOMASUNDARAM

Created Date: 11/18/2010 1:27:15 PM
Last Updated Date: 11/22/2010 6:49:59 PM

Save Only Previous Next Submit Report

V. INJURY/ACCIDENT REPORT TAB

As part of the system upgrade, the OEHS Injury/Accident Investigation Report Form has been consolidated with the Incident Report Form and will be reflected under the Injury/Accident Report Tab. This tab will only show if the following incidents are selected:

- Accident
- Death
- Injury
- Medical



Los Angeles Unified School District
ISTAR Application

THIS IS A CONFIDENTIAL REPORT for use of Los Angeles Unified School District attorneys. No copies of this report shall be furnished to anyone including employees, students, parents without permission from the Office of the General Counsel.

This report must be completed within 24 hours of an accident involving an injury to students, employees or community member/visitor. Do not use this form for contractors. If this is an employee injury report, keep a copy of this investigation at your location in a confidential file separate from personnel files. Do not keep copies of student or community member/visitor injury investigations at your location. Attach additional documents, photos, etc., as necessary.

Incident #12334 **Persons Involved** **Issue Types** **Incident Summary** **Injury/Illness Report** **RARD**

What Injury resulted? (Type of injuries and body part(s) injured. Example: sprained arm, severe cut)

Did anyone see the injury happen? (attach statement of each witness)
☐ Yes ☐ No (if yes, complete witness information section.)

Did anyone cause this injury?
☐ Yes ☐ No (if yes, complete suspect information section.)

Was an arrest made?
☐ Yes ☐ No

Was medical treatment needed?
☐ Yes ☐ No

Was first aid administered?
☐ Yes ☐ No (if yes, who did it?)
Name:
Title/Occupation:

Did injured party go to a hospital or clinic?
☐ Yes ☐ No (if yes, describe medical treatment received?)

Did a supervisor accompany injured person?
☐ Yes ☐ No (if yes, who was it?)
Name:
Title/Occupation:

Doctors Recommendation? Unknown
Doctor's Name:

*** Required Field**

Injury/Illness Report Tab – The OEHS Injury/Accident Investigation Report Form has been consolidated with the Incident Report Form. This tab includes questions and information required for the following incidents: accident, death, injury, and medical.

Note: The default responses are "no".

Please note that clicking "Submit" will send a message to school principal or site administrator and various offices for review.

VI. RARD TAB

As part of the system upgrade, Student Health and Human Services included the on-line form of the Risk Assessment Referral Data (RARD) in iSTAR. The RARD Tab will appear if the following STUDENT incident types are selected:

Suicidal Behavior

5150/Hospitalization

Self-Injury/Cutting

Suicidal Behavior/Ideation (injury)

Suicidal Behavior/Ideation (non-injury)

For complete information, please refer to Bul-2637.1 – Suicide Prevention and Postvention (Students)

Incident #12334 **Persons Involved** **Issue Types** **Incident Summary** **Injury/Illness Report** **RARD**

Reasons for Referral: (Check one or more)

☐ Current Attempt ☐ Sudden changes in behavior ☐ Frequent complaints of illness/body aches
☐ Direct Threat ☐ Drug or alcohol abuse ☐ Psychological stressors
☐ Indirect Threat ☐ Self-injury ☐ Previous attempt(s)
☐ Giving away prized possession ☐ Mood Swings ☐ Other
☐ Signs of depression ☐ Truancy or running away

Student Referred By: (Check one or more)

☐ Self ☐ Administrator ☐ PSA Counselor
☐ Parent ☐ Teacher ☐ Psychologist
☐ Student/Friend ☐ Psychiatric/Social Worker ☐ Nurse
☐ K-12 Counselor ☐ Other

Was a previous RARD submitted for this student? ☐ Yes ☐ No ☐ Unknown

Incident #	District ID	Student Name	Student School	Notes	Date
*	122798F021	Katheleen Aguirre	1825901 Mulholland MS	Self Injury;	10/10/2011
*	122798F021	Katheleen Aguirre	1825901 Mulholland MS	Current Attempt; Sudden Changes in Behavior; Indirect Threat; Self Injury; Other; Concern about dieting	12/5/2011
*	122798F021	Katheleen Aguirre	1825901 Mulholland MS	Current Attempt; Direct Threat; Indirect Threat; Self Injury; Signs of Depression; Other; personal blog: www.outfall.tumblr.com	6/4/2012
8692	122798F021	ff ff	1958601 36TH ST EEC	Test report only.	6/28/2012

*For more information, please check with the school or you may contact School Mental Health at (213)241-3841.

The following action items are MANDATORY.
Refer to BUL-2637.1 Suicide Prevention, Intervention & Postvention for guidelines and attachments.

Save Only **Submit Report**

Allows you to save information only for initial draft of the report or update a submitted report for minor corrections or changes such as spelling or grammar check.

Allows you to submit the report for e-mail notification to appropriate staff.



LOS ANGELES UNIFIED SCHOOL DISTRICT

OFFICE OF THE SUPERINTENDENT • OFFICE OF SCHOOL OPERATIONS

INCIDENT SYSTEM TRACKING ACCOUNTABILITY REPORT (iSTAR) ISSUE TYPES DEFINITIONS

Abduction/Kidnapping - Every person who forcibly, or by any other means of instilling fear, steals or takes, or holds, detains, or arrests any person in this state, and carries the person into another country, state, or county, or into another part of the same county, is guilty of kidnapping.

Accident - An unforeseen and unplanned event or circumstance.

Altercation - Angry or heated argument or quarrel (not physical).

Arrest - Taking a person into custody, in a case and in the manner authorized by law. An arrest may be made by a peace officer or by a private person.

Assault/Battery - An unlawful attempt, coupled with a present ability, to commit a violent injury on the person of another. A battery is any willful and unlawful use of force or violence upon the person of another.

Bullying – Any severe or pervasive physical or verbal act or conduct, including electronic communications, and including one or more acts committed by a pupil or group of pupils, directed toward one or more pupils that has or can be reasonably predicted to have one or more of the following effects on a reasonable pupil:

- (1) Reasonable fear of harm to person or property of pupil(s)
- (2) Substantially detrimental effect on physical or mental health of pupil(s)
- (3) Substantial interference with academic performance
- (4) Substantial interference with ability to participate in or benefit from school services, activities, or privileges

Cyberbullying - Is bullying by electronic act, which includes transmission of a communication by text, sound, social network activity, image, video, message, post on a web site, or other form of communication sent by an electronic device. See impact criteria under Bullying definition.

Indirect - The use of intimidation or peer pressure to cause harm to a third party(ies). See impact criteria under Bullying definition.

Nonverbal - The use of threatening gestures, staring, stalking, graffiti or graphic images, or destruction of property to cause distress, intimidation, discomfort, pain, or humiliation See impact criteria under Bullying definition.

Physical - The intentional, unwelcome act of beating, biting, fighting, hitting, kicking, poking, punching, pushing, shoving, spitting, or tripping. See impact criteria under Bullying definition.

Social - Spreading rumors, manipulating relationships, exclusion, blackmailing, isolation, rejecting, using peer pressure, or ranking personal characteristics See impact criteria under Bullying definition.

Verbal - Hurtful gossiping, making rude noises, name-calling, spreading rumors, or teasing. See impact criteria under Bullying definition.

Burglary - Any entry of a building with the intent to commit a theft or felony.

Child Annoyance - An act of irritating or distracting. It is a source of vexation or nuisance by an adult toward a minor.

Custody Issue - The right of guardianship, care, control, and maintenance of a child especially such a right granted by a court.

Death - The permanent cessation of all vital bodily functions.

Discrimination/Harassment - Discrimination is different treatment on the basis of a protected category in the context of an educational program or activity, without a legitimate nondiscriminatory reason, that interferes with or limits the ability to participate in or benefit from the services, activities or privileges provided by the District.

Discriminatory Harassment is (1) target subjected to unwelcome conduct related to a protected category; (2) the harassment was both subjectively offensive to the target and would be offensive to a reasonable person of the same age and characteristics in the same circumstances; and (3) harassment was sufficiently severe, pervasive, or persistent so as to interfere with or limit a student's ability to participate in or benefit from the services, activities or opportunities offered by the school.

Disability - (A) a physical or mental impairment that substantially limits one or more of the major life activities of such individual; (B) a record of such an impairment; or (C) being regarded as having such an impairment.

Gender/Gender Expression/Gender Identity - includes a person's gender identity and gender expression; a person's gender-related appearance and behavior whether or not stereotypically associated with the person's assigned sex at birth; a person's innate, deeply felt psychological identification as male or female, which may or may not correspond to individual's biological condition of being male or female

Race/Ethnicity/Nationality - Includes ancestry, color, ethnic group identification, ethnic background, citizenship, country of origin, and national origin. (EC sections 212, 212.1)

Religion - Includes all aspects of religious belief, observance and practice and includes agnosticism and atheism.

Sexual Harassment - Unwelcome sexual advances, requests for sexual favors, and other verbal, visual, or physical conduct of a sexual nature. Both males and females can be targets and perpetrators of sexual harassment.

Sex Orientation - Sexual orientation is a person's emotional and sexual attraction to another person based on the gender of the other person. Common terms used to describe sexual orientation include, but are not limited to heterosexual, lesbian, gay, and bisexual. Sexual behavior may not necessarily align with sexual orientation.

Disruption - Egregious disorderly conduct or act of troubling or annoying someone or disrupting school-side/ District programs or activities.

Fighting - (1) Any person who unlawfully fights in a public place or challenges another person in a public place to fight. (2) Any person who maliciously and willfully disturbs another person by loud and unreasonable noise. (3) Any person who uses offensive words in a public place which are inherently likely to provoke an immediate violent reaction.

Fraud Allegation - Is an intentional [deception](#) made for personal gain or to damage another individual, District property or activity.

Hate Violence - A criminal act (threat, injury, use of force, damage or destruction of property) committed in whole or in part, because of one or more actual or perceived characteristics of the victim: Disability; gender, nationality; race or ethnicity; religion; sexual orientation; association with a person or group with one or more of these actual or perceived characteristics.

Hazing - A method of initiation or pre-initiation into a pupil organization or body, whether or not the organization or body is officially recognized by an educational institution, which is likely to cause serious bodily injury or personal degradation or disgrace resulting in physical or mental harm to a former, current, or prospective pupil. For purposes of this subdivision, "hazing" does not include athletic events or school-sanctioned events.

Illegal/Controlled Substance - Possession or use of illegal drugs including alcohol, tobacco, and other intoxicants on campus and at school activities.

Inappropriate Conduct - Inappropriate sexual or non-sexual incidents involving an employee; employee-to-student misconduct.

Intergroup Conflict - A conflict that occurs between two or more persons representing different groups. Group identity may be defined a source of pride, self-esteem and belonging based on shared traits such as race, ethnicity, culture, gang/crew association, religion, political ideology, or other socially defined commonality.

Lockdown - To keep students indoors in order to provide a greater level of protection or as a security measure

Loitering - To stand idly about; linger aimlessly.

Medical - Event requiring treatment or medical attention such as asthma, faint, chest pain, intoxication, illness, diabetes, seizure, shock, etc.

Missing/Runaway - A disappearance of a person which is possibly not voluntary, or a person whose whereabouts are unknown

Possession of Illegal Weapons - Any person, except a duly appointed peace officer as defined in Penal Code 626.10, who brings or possesses any dirk, dagger, ice pick, knife having a blade longer than 2 1/2 inches, folding knife with a blade that locks into place, razor with an unguarded blade, taser, or stun gun.

Robbery - Felonious taking of personal property in the possession of another, from his person or immediate presence, and against his will, accomplished by means of force or fear (different than burglary).

Sex Crime/ Sexual Behavior-Inappropriate - Inappropriate sexual behavior or sexual practices or sexual activities refers to the manner in which humans experience and express their sexuality.

Physical - Includes [rape](#), [incest](#), sexual relations with children ([pedophilia](#)), possession of child pornography, [voyeurism](#) (Peeping Tom), [exhibitionism](#) and other inappropriate physical sexual behavior.

Verbal - Obscene phone calls, explicit sexual propositions, sexual innuendos and other verbal behavior of a sexual nature.

Shelter In Place - Staying indoors to avoid hazardous material/ elements.

Shooting - Any discharge of a firearm.

Suicidal Behavior

5150/Hospitalization - Involuntary/voluntary psychiatric hold of an individual who is assessed to pose a risk to self or others. *A Risk Assessment Referral Data (RARD) report must be completed if the incident is centered around or involves the behavior of a student.*

Self-Injury/Cutting - Indicators include frequent or unexplained bruises, scars, cuts or burns; bruises on the neck, headaches, red eyes, ropes/ties/belts as a sign of the “Choking Game;” possession of sharp implements; evidence of self-injury in work samples; and risk taking behaviors, such as substance use or sexual acting out. *A Risk Assessment Referral Data (RARD) report must be completed if the incident is centered around or involves the behavior of a student.*

Suicidal Behavior/Ideation (non-injury) - Any observable behavior or statement (verbal, written, drawing) that may signal the presence of suicidal thinking, including previous suicidal behaviors; the behavior/ideation does not result in physical injury to the student. *A Risk Assessment Referral Data (RARD) report must be completed if the incident is centered around or involves the behavior of a student.*

Suicidal Behavior/Ideation (resulting in injury) - Any observable behavior or statement (verbal, written, drawing) that may signal the presence of suicidal thinking, including previous suicidal behaviors; the behavior/ideation results in physical injury to the student. *A Risk Assessment Referral Data (RARD) report must be completed if the incident is centered around or involves the behavior of a student.*

Theft - Every person who shall feloniously steal, take, carry, lead, or drive away the personal property of another, or who shall fraudulently appropriate property which has been entrusted to him or her, or who shall knowingly and designedly, by any false or fraudulent representation or pretense, defraud any other person of money, labor or real or personal

property, or who causes or procures others to report falsely of his or her wealth or mercantile character and by thus imposing upon any person, obtains credit and thereby fraudulently gets or obtains possession of money, or property or obtains the labor or service of another, is guilty of theft.

Threat - Any person who willfully threatens to commit a crime which will result in death or great bodily injury to another person, with the specific intent that the statement, made verbally, in writing, or by means of an electronic communication device, is to be taken as a threat, even if there is no intent of actually carrying it out, which, on its face and under the circumstances in which it is made, is so unequivocal, unconditional, immediate, and specific as to convey to the person threatened, a gravity of purpose and an immediate prospect of execution of the threat, and thereby causes that person reasonably to be in sustained fear for his or her own safety or for his or her immediate family's safety.

Trespass – An unlawful intrusion.

Trauma/Violence Exposure – Traumatic events are experiences that threaten life or physical integrity that overwhelm one's capacity to cope, tending to evoke feelings of fear and helplessness.

Community Violence- Includes witnessing or experiencing severe violence, experiencing a severe motor vehicle accident or house fire, or being physically injured

Familial Violence - Includes witnessing or experiencing domestic disputes and/or violence that occurs in the home between family members.

Grief/Loss/Death - Includes the sudden loss of a loved one, generally as a result of sudden onset illness, violence, or suicide. This also includes sudden severe illness of self or loved one.

Natural/Man-made Disasters - Includes earthquakes, severe weather events, fires, or terrorist acts.

Walkout/Demonstration - The action of leaving campus or office without administrative consent in order to express disapproval.

Weapon - Any instrument which is used in a threatening manner against another person with the intent and the ability to cause great bodily injury. Such objects may include, but are not limited to, guns, knives (having a blade longer than 2 ½ inches), rocks, screwdrivers, or scissors.



INCIDENT REPORT FORM

CONFIDENTIAL

This is a **CONFIDENTIAL REPORT** for use by Los Angeles Unified School district attorneys. No copies of this report shall be furnished to anyone including employees, students, or parents without permission from the Office of the General Counsel.

This report must be completed within 24 hours of an incident involving an injury to students, employees, or visitors. Do not use this form for contractors. If this is an employee injury report keep a copy of this investigation on at your location in a confidential file separate from personnel files. Do not keep copies of student or visitor injury investigations at your location. Attach additional documents, photos, etc., as necessary.

NOTIFY YOUR EDUCATIONAL SERVICE CENTER OPERATIONS COORDINATOR BY TELEPHONE IMMEDIATELY.

DATE: _____

LOCATION OR _____

COST CENTER NAME: _____

NAME OF REPORTER: _____

REPORTER CONTACT NUMBER: (____) ____ - _____

DATE OF INCIDENT: ____/____/____

TIME OF INCIDENT: _____ ☐ AM ☐ PMINCIDENT OCCURRED: ☐ ON CAMPUS ☐ OFF CAMPUS☐ DISTRICT OFFICE ☐ AT ANOTHER SCHOOL ☐ CAFETERIA ☐ DURING LUNCH PERIOD☐ DISTRICT SCHOOL BUS/VEHICLE ☐ GOING TO OR FROM SCHOOL ☐ GOING TO OR FROM SCHOOL A SCHOOL SPONSORED ACTIVITY ☐ OTHER

EXACT LOCATION OF INCIDENT: _____

ESC: _____

REPORTER FAX NUMBER: (____) ____ - _____

REPORTER E-MAIL ADDRESS: _____

Is this incident centered around or initiated by a ☐ STUDENT(S) ☐ EMPLOYEE(S) ☐ COMMUNITY MEMBER(S) ☐ FACILITY(IES) PARENT(S)/

TYPE OF INCIDENT/ISSUE (Additional form/s must be completed for incident/issue marked with {*} e.g., Accident, Injury)

- | | | |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <input type="checkbox"/> Abduction <ul style="list-style-type: none"><input type="checkbox"/> Attempted Abduction<input type="checkbox"/> Completed Abduction | <input type="checkbox"/> Fraud Allegation | <input type="checkbox"/> Shooting |
| <input type="checkbox"/> Accident | <input type="checkbox"/> Hate Violence (for suspension, student must be in grade 4-12) | <input type="checkbox"/> Shelter in Place |
| <input type="checkbox"/> Altercation (Verbal) | <input type="checkbox"/> Hazing | <input type="checkbox"/> Suicidal Behavior <ul style="list-style-type: none"><input type="checkbox"/> 5150/Hospitalization<input type="checkbox"/> Self-injury/Cutting<input type="checkbox"/> Suicidal Behavior/Ideation (injury)<input type="checkbox"/> Suicidal Behavior/Ideation (non-injury) |
| <input type="checkbox"/> Arrest | <input type="checkbox"/> Illegal/Controlled Substance <ul style="list-style-type: none"><input type="checkbox"/> Alcohol<input type="checkbox"/> Controlled substance except first offense of marijuana of less than 1 oz<input type="checkbox"/> Drug paraphernalia<input type="checkbox"/> Ecstasy<input type="checkbox"/> Marijuana<input type="checkbox"/> Marijuana possession of first offense of less than 1 oz<input type="checkbox"/> Methamphetamine<input type="checkbox"/> Other<input type="checkbox"/> Possessed or used Tobacco<input type="checkbox"/> Selling or arranging to sell the prescription drug Soma<input type="checkbox"/> Sold controlled substance<input type="checkbox"/> Substitute of a controlled substance | <input type="checkbox"/> Testing (STAR Testing Incidents Only) <ul style="list-style-type: none"><input type="checkbox"/> Administrator Error<input type="checkbox"/> Inappropriate Test Preparation<input type="checkbox"/> Disruption<input type="checkbox"/> Security Breach<input type="checkbox"/> Student Cheating<input type="checkbox"/> Testing Irregularity |
| <input type="checkbox"/> Bullying <ul style="list-style-type: none"><input type="checkbox"/> Cyber<input type="checkbox"/> Indirect<input type="checkbox"/> Nonverbal<input type="checkbox"/> Other<input type="checkbox"/> Physical<input type="checkbox"/> Psychological<input type="checkbox"/> Social Verbal | <input type="checkbox"/> Inappropriate Conduct (Employee as Suspect only) <ul style="list-style-type: none"><input type="checkbox"/> Non-Sexual<input type="checkbox"/> Sexual | <input type="checkbox"/> Theft <ul style="list-style-type: none"><input type="checkbox"/> Received stolen school or private property<input type="checkbox"/> Stole or attempted to steal school or private property<input type="checkbox"/> Victim of Theft |
| <input type="checkbox"/> Child Annoyance (Student as Victim only) | <input type="checkbox"/> Injury | <input type="checkbox"/> Threat <ul style="list-style-type: none"><input type="checkbox"/> Terroristic threat<input type="checkbox"/> Threatened/caused/attempted physical injury |
| <input type="checkbox"/> Custody Issue | <input type="checkbox"/> Intergroup Conflict | <input type="checkbox"/> Trauma/Violence Exposure <ul style="list-style-type: none"><input type="checkbox"/> Community violence<input type="checkbox"/> Grief/Loss/Death<input type="checkbox"/> Familial Violence<input type="checkbox"/> Other |
| <input type="checkbox"/> Damaged/attempted to damage school or private property | <input type="checkbox"/> Lockdown | <input type="checkbox"/> Trespass |
| <input type="checkbox"/> Death | <input type="checkbox"/> Medical <ul style="list-style-type: none"><input type="checkbox"/> Asthma<input type="checkbox"/> Chest pain<input type="checkbox"/> Diabetes<input type="checkbox"/> Faint<input type="checkbox"/> Heat Stress<input type="checkbox"/> Illness<input type="checkbox"/> Intoxication<input type="checkbox"/> Other<input type="checkbox"/> Seizure<input type="checkbox"/> Shock | <input type="checkbox"/> Walkout/Demonstration |
| <input type="checkbox"/> Discrimination/Harassment <ul style="list-style-type: none"><input type="checkbox"/> Disability<input type="checkbox"/> Gender/Gender Identity/Gender Expression<input type="checkbox"/> Other<input type="checkbox"/> Race/Ethnicity/Nationality<input type="checkbox"/> Religion<input type="checkbox"/> Sexual<input type="checkbox"/> Sexual Orientation | <input type="checkbox"/> Missing/Runaway | <input type="checkbox"/> Weapons <ul style="list-style-type: none"><input type="checkbox"/> Assault w/ deadly weapon<input type="checkbox"/> Brandished knife at another person<input type="checkbox"/> Possession of a dangerous object<input type="checkbox"/> Imitation weapon<input type="checkbox"/> Knife<input type="checkbox"/> Other<input type="checkbox"/> Possession of explosive (M80 or greater)<input type="checkbox"/> Possession of Firearm<input type="checkbox"/> Possession of firecracker |
| <input type="checkbox"/> Disrupted School-Wide Activities | <input type="checkbox"/> Robbery | <input type="checkbox"/> Other Issue Type _____ |
| <input type="checkbox"/> Fighting/Physical Aggression <ul style="list-style-type: none"><input type="checkbox"/> Aided or abetted the infliction of physical injury to other<input type="checkbox"/> Assaulted/battered school employee<input type="checkbox"/> Serious physical injury/not self-defense<input type="checkbox"/> Threatened/caused/attempted physical injury<input type="checkbox"/> Willful use of force/violence-not self-defense | <input type="checkbox"/> Sex Crime/Sexual Behavior-Inappropriate <ul style="list-style-type: none"><input type="checkbox"/> Exhibitionism (Indecent Exposure)<input type="checkbox"/> Incest<input type="checkbox"/> Other<input type="checkbox"/> Pornography<input type="checkbox"/> Rape<input type="checkbox"/> Sexual Assault/Battery<input type="checkbox"/> Sexual relationship with children<input type="checkbox"/> Voyeurism | |

FACILITIES ISSUE TYPES (ONLY REPORT INCIDENTS WITH IMPACT ON INSTRUCTION AND OPERATION)

- | | | | | |
|----------------------------------------------------|--------------------------------------------------|-------------------------------------------------|----------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <input type="checkbox"/> Air Conditioning Problem | <input type="checkbox"/> Anthrax | <input type="checkbox"/> Fire | <input type="checkbox"/> Rodent/Insect Problems | <input type="checkbox"/> Utility Failure <ul style="list-style-type: none"><input type="checkbox"/> Power outage<input type="checkbox"/> Water supply problem |
| <input type="checkbox"/> Alarm Activation | <input type="checkbox"/> Asbestos | <input type="checkbox"/> Fire Alarm System | <input type="checkbox"/> Sewer Problem | <input type="checkbox"/> Vandalism <ul style="list-style-type: none"><input type="checkbox"/> Color<input type="checkbox"/> Disability<input type="checkbox"/> Gender<input type="checkbox"/> Race<input type="checkbox"/> Religion<input type="checkbox"/> Sex<input type="checkbox"/> Sex Orientation |
| <input type="checkbox"/> Investigation | <input type="checkbox"/> Bomb/Explosive material | <input type="checkbox"/> Fire Sprinkler Broken | <input type="checkbox"/> Technology Failure | |
| <input type="checkbox"/> Bells out of order | <input type="checkbox"/> Floods | <input type="checkbox"/> Gas Leak/Odor | <input type="checkbox"/> Theft | |
| <input type="checkbox"/> Burglary | <input type="checkbox"/> Lead in paint | <input type="checkbox"/> Heating System Problem | <input type="checkbox"/> Trespass | |
| <input type="checkbox"/> Environmental Hazard/Odor | <input type="checkbox"/> Mold | <input type="checkbox"/> Lost Keys | <input type="checkbox"/> Unsecured Access to School Site | |
| | <input type="checkbox"/> Noise Pollution | | | |
| | <input type="checkbox"/> Toxic Waste | | | |



LOS ANGELES UNIFIED SCHOOL DISTRICT

OFFICE OF THE CHIEF OF STAFF • OFFICE OF SCHOOL OPERATIONS

INCIDENT REPORT FORM

CONFIDENTIAL

SCHOOL/OFFICE NAME: _____

PAGE 2

VICTIM INFORMATION SECTION

Is this person a: ☐ STUDENT ☐ EMPLOYEE ☐ PARENT/COMMUNITY MEMBER/VISITOR

STUDENT NO. _____

FIRST NAME: _____ LAST NAME: _____

GRADE: _____ DOB: ____/____/____ ☐ MALE ☐ FEMALE SCHOOL OF ATTENDANCE: _____

Employee or Parent/Comm. Member/Visitor ☐ CERTIFICATED ☐ CLASSIFIED

SITE/LOCATION NAME: _____ EMPLOYEE NUMBER: _____

HOME ADDRESS: _____ TEL. NO. () _____ - _____

Is this a parent of a student at the school? ☐ YES ☐ NO

If yes, name of child attending the school: _____ Grade: _____

Was parent/guardian or spouse/relative notified? ☐ Yes ☐ No _____ Name _____ Relationship _____

WITNESS INFORMATION SECTION

Is this person a: ☐ STUDENT ☐ EMPLOYEE ☐ PARENT/COMMUNITY MEMBER/VISITOR

STUDENT NO. _____

FIRST NAME: _____ LAST NAME: _____

GRADE: _____ DOB: ____/____/____ ☐ MALE ☐ FEMALE SCHOOL OF ATTENDANCE: _____

Employee or Parent/Comm. Member/Visitor ☐ CERTIFICATED ☐ CLASSIFIED

SITE/LOCATION NAME: _____ EMPLOYEE NUMBER: _____

HOME ADDRESS: _____ TEL. NO. () _____ - _____

Is this a parent of a student at the school? ☐ YES ☐ NO

If yes, name of child attending the school: _____ Grade: _____

Was parent/guardian or spouse/relative notified? ☐ Yes ☐ No _____ Name _____ Relationship _____

SUSPECT INFORMATION SECTION

Is this person a: ☐ STUDENT ☐ EMPLOYEE ☐ PARENT/COMMUNITY MEMBER/VISITOR

STUDENT NO. _____

FIRST NAME: _____ LAST NAME: _____

GRADE: _____ DOB: ____/____/____ ☐ MALE ☐ FEMALE SCHOOL OF ATTENDANCE: _____

Employee or Parent/Comm. Member/Visitor ☐ CERTIFICATED ☐ CLASSIFIED

SITE/LOCATION NAME: _____ EMPLOYEE NUMBER: _____

HOME ADDRESS: _____ TEL. NO. () _____ - _____

Is this a parent of a student at the school? ☐ YES ☐ NO

If yes, name of child attending the school: _____ Grade: _____

Was parent/guardian or spouse/relative notified? ☐ Yes ☐ No _____ Name _____ Relationship _____



INCIDENT REPORT FORM

CONFIDENTIAL

SCHOOL/OFFICE NAME: _____

PAGE 3

Brief description of incident:

Brief description of school actions taken/administrative follow-through:

Did the school utilize the Educational Service Center Crisis Team? ☐ YES ☐ NO

Incident reported to:

☐ _____
Operations Coordinator

☐ _____
School Operations

☐ _____
School Services Director

☐ _____
Administrator of Operations

☐ _____
Nursing Coordinator

☐ _____
SPECIAL EDUCATION/IEP Support Unit

Autism Program Support (213) 241-8051
Behavior Support (213) 241-8051
Deaf and Hard of Hearing Program (213) 241-8053 (TTY available)
Inclusion Support Office (213) 241-8051
LRE Counselors /Orthopedically Impaired Program (213) 241-8051
Moderate-Severe Disabilities Support (213) 241-8051
Visually Impaired Program (323) 962-9560

☐ _____
Nearby Schools

☐ _____
School Police (213) 625-6631 Time: _____

☐ _____
Municipal Police Dept.

☐ _____
Risk Management

☐ _____
Facilities Director

☐ _____
Educational Equity Compliance

☐ _____

☐ _____

☐ _____

Attach additional pages if necessary.



LOS ANGELES UNIFIED SCHOOL DISTRICT

Office of Environmental Health and Safety

INJURY/ACCIDENT INVESTIGATION REPORT

This is a **CONFIDENTIAL REPORT** for use by Los Angeles Unified School district attorneys. No copies of this report shall be furnished to anyone including employees, students, or parents without permission from the Office of the General Counsel.

This report must be completed within 24 hours of an incident involving an injury to students, employees, or visitors. Do not use this form for contractors. If this is an employee injury report keep a copy of this investigation on at your location in a confidential file separate from personnel files. Do not keep copies of student or visitor injury investigations at your location. Attach additional documents, photos, etc., as necessary.

For assistance in completing this form, please contact the Office of Environmental Health and Safety at (213) 241-3199.

ISTAR Number: _____

DATE: _____

INCIDENT LOCATION OR
COST CENTER NAME: _____

INCIDENT OCCURRED: ☐ NEW ☐ UPDATE
☐ ON CAMPUS ☐ OFF CAMPUS ☐ DISTRICT FACILITY ☐ DISTRICT SCHOOL
 BUS/VEHICLE

NAME OF REPORTER: _____

EXACT LOCATION OF INCIDENT: _____

REPORTER CONTACT NUMBER: (____) ____ - _____

EDUCATIONAL SERVICE CENTER: _____

DATE OF INCIDENT: ____/____/____

REPORTER FAX NUMBER: (____) ____ - _____

TIME OF INCIDENT: _____ ☐ AM ☐ PM

REPORTER E-MAIL ADDRESS: _____

TYPE OF INCIDENT: ☐ ACCIDENT ☐ DEATH ☐ INJURY ☐ MEDICAL

☐ asthma ☐ intoxication
☐ chest pain ☐ medical transport
☐ diabetes ☐ seizure
☐ faint ☐ shock
☐ illness ☐ other _____

INJURED PERSON/VICTIM

A separate Injury/Accident Investigation Report must be completed for each injured person. All employee injuries requiring more than first aid must also be reported to Sedgwick CMS at (800) 528-7392 within 24 hours.

Is this person a: ☐ STUDENT ☐ EMPLOYEE ☐ PARENT/COMMUNITY MEMBER/VISITOR

FIRST NAME: _____ LAST NAME: _____

GRADE: ____ DOB: ____/____/____ ☐ MALE ☐ FEMALE EMPLOYEE NUMBER: _____

SCHOOL OF ATTENDANCE: _____ ASSIGNED SITE/LOCATION NAME: _____

Employee or Parent/Comm. Member/Visitor

☐ CERTIFICATED ☐ CLASSIFIED

HOME ADDRESS: _____

Is this a parent of a student at the school? ☐ YES ☐ NO

If yes, name of child attending the school: _____ Grade: _____

WITNESS INFORMATION SECTION

Is this person a: ☐ STUDENT ☐ EMPLOYEE ☐ PARENT/COMMUNITY MEMBER/VISITOR

FIRST NAME: _____ LAST NAME: _____

GRADE: ____ DOB: ____/____/____ ☐ MALE ☐ FEMALE EMPLOYEE NUMBER: _____

SCHOOL OF ATTENDANCE: _____ ASSIGNED SITE/LOCATION NAME: _____

Employee or Parent/Comm. Member/Visitor

☐ CERTIFICATED ☐ CLASSIFIED

HOME ADDRESS: _____

Is this a parent of a student at the school? ☐ YES ☐ NO

If yes, name of child attending the school: _____ Grade: _____



INJURY/ACCIDENT INVESTIGATION REPORT

SCHOOL/OFFICE NAME: _____

PAGE 2

PERSON WHO CAUSED THE INJURY OR SUSPECT INFORMATION SECTION

Is this person a: ☐ STUDENT ☐ EMPLOYEE ☐ PARENT/COMMUNITY MEMBER/VISITOR

FIRST NAME: _____ LAST NAME: _____

GRADE: _____ DOB: ____/____/____ ☐ MALE ☐ FEMALE EMPLOYEE NUMBER: _____

SCHOOL OF ATTENDANCE: _____ ASSIGNED SITE/LOCATION NAME: _____

Employee or Parent/Comm. Member/Visitor

☐ CERTIFICATED ☐ CLASSIFIED

HOME ADDRESS: _____

Is this a parent of a student at the school? ☐ YES ☐ NO

If yes, name of child attending the school: _____ Grade: _____

Brief description of incident: How did this happen? What was the injured person doing at the time of the injury? Describe the events immediately preceding the injury. Identify any LAUSD employees involved in the accident and any tools, machinery, equipment, or vehicles involved. (Attach any pertinent document or photo.)

What injuries resulted?

Type of injuries and body part(s) injured. Example: sprained arm, severe cut in the leg, etc.

Did anyone see the injury happen?
(Attach statement of each witness.)

☐ Yes ☐ No

Did anyone else cause this injury?

☐ Yes ☐ No

Was medical treatment needed?

☐ Yes ☐ No

Was an arrest made?

☐ Yes ☐ No

Was first aid administered?

☐ Yes ☐ No

If yes, who did it?

Name

Title/Occupation

Did the injured party go to a hospital/clinic?

☐ Yes ☐ No

If yes, describe medical treatment received.

Did a supervisor accompany injured person?

☐ Yes ☐ No

If yes, who was it?

Name

Title/Occupation

Doctor's Recommendation:

☐ Unknown ☐ Temporary Disability ☐ Return to Full Duty ☐ Restricted Duty

Doctor's Name: _____ Name of Medical Facility: _____ Tel. No. (____) ____ - _____

Workers' Compensation Claim No. _____

Was parent/guardian or spouse/relative notified? ☐ Yes ☐ No

Name

Relationship



LOS ANGELES UNIFIED SCHOOL DISTRICT

Office of Environmental Health and Safety

INJURY/ACCIDENT INVESTIGATION REPORT

SCHOOL/OFFICE NAME: _____

PAGE 3

HOW COULD THIS ACCIDENT BE PREVENTED?

KEY FINDINGS:

This section must be completed by the employee's supervisor as required by Cal/OSHA.

Were there factors that contributed to the injury? ☐ Yes ☐ No If yes, what? _____

Was employee trained to perform this task safely? ☐ Yes ☐ No If yes, describe training provided: _____

Did employee violate a safety rule? ☐ Yes ☐ No If yes, describe rule: _____

CONCLUSIONS:

Please state reason(s) why the key finding(s) existed. (Example: "The employee did not follow proper work practices." or "The supervisor did not train employees on this safety procedure.")

What actions did you take to prevent a recurrence of this injury/accident? _____

What do you recommend to prevent similar injuries? _____

Has this been implemented? ☐ Yes ☐ No

REQUIRED REFERRALS

Check if contacted:

Was this a "serious injury" to employee? ¹	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Unknown	If yes, call Cal/OSHA office closest to your location. ¹	<input type="checkbox"/>
Was DWC-1 Form provided to employee?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Unknown	If yes, call Sedgwick CMS at (800) LAUSDWC (528-7392)	<input type="checkbox"/>
Does the employee have a temporary work restrictions?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Unknown	If yes, contact Stay-At-Work coordinator (213) 241-7630	<input type="checkbox"/>
Was this a "serious injury" to a non-employee or visitor? ²	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Unknown	If yes, call School Police at (213) 625-6631 and ORMIS at (213) 241-3139.	<input type="checkbox"/>
Were injured parties hospitalized?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Unknown	If yes, call ORMIS at (213) 241-3139	<input type="checkbox"/>
Is this an itinerant employee who also reports to another supervisor? (i.e., Related Services, Team Cleaning Crew, etc.)	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Unknown	If yes, contact the appropriate Supervisor.	<input type="checkbox"/>
Did this involve a possible act of violence? ³	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Unknown	If yes, call School Police at (213) 625-6631 and ORMIS at (213) 241-3139.	<input type="checkbox"/>
Is employee discipline under consideration?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Unknown	If yes, contact Employee Performance Accountability at (213) 241-6056	<input type="checkbox"/>
Did this involve evidence of child abuse?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Unknown	If yes, contact Child Protective Services at (800) 540-4000.	<input type="checkbox"/>
Were there students or staff traumatized?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Unknown	If yes, contact Site Crisis Team at each school Educational Service Center.	<input type="checkbox"/>
Did an unsafe condition contribute to this accident?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Unknown	If yes, place a "Trouble Call" to M&O at (213) 745-1600.	<input type="checkbox"/>
Did this accident involve hazardous substance release?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Unknown	If yes, call OEHS at (213) 241-3199.	<input type="checkbox"/>
Did this accident involve vandalism?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Unknown	If yes, refer to School Police at (213) 625-6631.	<input type="checkbox"/>
Does this appear to be a fraudulent claim?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Unknown	If yes, call Sedgwick CMS Fraud Unit at (866) 247-2287 x79271 for employee injuries, or the Office of Inspector General at (213) 241-7778 for other suspected fraud cases.	<input type="checkbox"/>

IMPORTANT INFORMATION AND REMINDER:

You are required to contact the appropriate office for notification and additional instruction.

- Cal/OSHA defines a "serious injury" as a death, amputation, permanent disfigurement, hospitalization for more than 24 hours for other than observation, or an incident resulting in multiple injuries requiring hospitalization. You are required to notify Cal OSHA within 8 hours at one of the following numbers: West Covina (626)472-046; Los Angeles (213) 576-7451; Torrance (310) 516-3734; or Van Nuys (818) 901-5403.
- All injuries requiring medical treatment, transport by ambulance, emergency room treatment or hospitalization.
- An act of violence may involve student vs. student or student vs. teacher, the School Site Crisis Team should be notified when students or staff are traumatized. All cases involving possible acts of violence must be referred to School Police at (213) 625-6631.

CERTIFICATIONS

By checking the certification box below, the Supervisor and Site Administrator agree to protect this document against unlawful distribution, and certify that the Supervisor of the injured person investigated this accident or injury, and the Site Administrator has reviewed, approved, and implemented the corrective actions necessary to prevent a recurrence of this accident.

☐ **Supervisor's Certification**

☐ **Administrator's Certification**

NAME OF SUPERVISOR

EMPLOYEE NO.

DATE

NAME OF ADMINISTRATOR

EMPLOYEE NO.

DATE

ADDRESSES AND CONTACT INFORMATION

Office of Environmental Health & Safety
333 South Beaudry Avenue, 28th Floor
Los Angeles, CA 90017
Tel. No. (213) 241-3199

Office of Risk Management & Insurance Services
333 South Beaudry Avenue, 28th Floor
Los Angeles, CA 90017
Tel. No. (213) 241-3139 Fax No. (213) 241-8993

**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



STEPS AND GUIDING QUESTIONS FOR COMPLETING THE INCIDENT REPORT

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	g. General Counsel
b. Educational Service Center Operations Coordinator	h. School Police
c. Board Member or representative	i. OEHS
d. Deputy Superintendent	j. Risk Management
e. Chief of Staff	k. Facilities
f. Asst. Superintendent of School Operations	l. Staff Relations
	m. Employee Relations



LOS ANGELES UNIFIED SCHOOL DISTRICT

Office of School Operations

SCHOOL INCIDENT

ATTACHMENT F

INCIDENT NOTIFICATION

SCHOOL INCIDENT



Incident is reported to School Administrator

Incident is reported to LASPD Watch Commander. School identifies School Incident Command (SIC)

School notifies Educational Service Center (ESC) Operations Coordinator of the incident.

School initiates an iSTAR report if one has not been created

LASPD Generates Crisis Level 1 Blackboard Connect Call (Voice, text, e-mail, Twitter, Facebook)

SIC ensures incident is reported to ESC Operations Coordinator who then notifies the ESC Administrator of Operations

LASPD initiates/updates an iSTAR report if one has not been created

ESCALATION OF INCIDENT

Key LAUSD responders notified and respond to plan of action

School assesses and responds to event ensuring safety of students and adults

LASPD & Educational Service Center evaluates incident and recommend action

SIC Implements action plan

MONITORING AND COMMUNICATION

ESC Operations Coordinator updates ESC Administrator of Operations

ESC Administrator of Operations validates incident information and reports to Central School Operations

Action Plan implemented at school and communicated to appropriate ESC and Central offices

Office of Communication interfaces with the media

School and/or LASPD updates iSTAR report

CLOSURE AND NOTIFICATION

School and ESC Operations Team evaluates incident and impact on school

Concluding Blackboard Connect message sent by LASPD if needed

Office of Communications interfaces with the media

School updates iSTAR report. iSTAR notification is sent out regarding incident status.

School Operations sends out Board Informative as necessary

INCIDENT CONCLUDES



LOS ANGELES UNIFIED SCHOOL DISTRICT

Office of School Operations

OFFICE INCIDENT

ATTACHMENT G

INCIDENT NOTIFICATION



Incident is reported to Division Head

Depending on severity of incident, Division Head reports to LASPD Watch Commander.

Office notifies Educational Service Center (ESC) Operations Coordinator of the incident.

Office initiates an iSTAR report

LASPD Generates Crisis Level 1 Blackboard Connect Call

ESCALATION OF INCIDENT

Key LAUSD responders notified and respond to plan of action

Office assesses and responds to event ensuring safety of employees

Office notifies appropriate Division Head, Central or Educational Service Center Office Executive Staff as necessary

MONITORING AND COMMUNICATION

Division Head or designee updates Central School Operations

Action Plan implemented at site and communicated to appropriate Executive Staff

Office of Communication interfaces with media

Office updates iSTAR report

CLOSURE AND NOTIFICATION

Division Head evaluates incident and impact on site

Concluding Blackboard Connect message sent by Central School Operations if needed

Office of Communications interfaces with media

Office updates iSTAR report. E-mail notification is sent out regarding incident status.

School Operations sends out Board Informative as necessary

INCIDENT CONCLUDES