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  
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.
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.
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.”
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).
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 alarm system, 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, sexual behavior, suicidal behavior, theft, threat
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.

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

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<tr>
<th>ESC</th>
<th>Phone Number</th>
<th>Fax Number</th>
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<tbody>
<tr>
<td>North</td>
<td>818-654-3600</td>
<td>818-881-6728</td>
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<tr>
<td>South</td>
<td>310-354-3400</td>
<td>310-532-4674</td>
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<td>323-224-3100</td>
<td>323-222-5702</td>
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<td>West</td>
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<tr>
<td>ISIC</td>
<td>213-241-0100</td>
<td>213-241-3350</td>
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1. The reporting system can be accessed through [www.lausd.net](http://www.lausd.net) under the Office of School Operations or by typing the internet address: [http://istar.lausd.net](http://istar.lausd.net).

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).
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

Admin Screen

- User Manager
- Reports Screen
- Return to Main Menu

LOS ANGELES UNIFIED SCHOOL DISTRICT
Office of the Superintendent
School Operations

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

Select "Begin Incident Report" to enter incident information.

The ISTAR Application is divided into six tabs:

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

You can navigate or view each tab by:

On top: click on each tab to open the screen

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
- Contact Information for Additional Updates
- Location of Incident
- Date of Incident
- Time of Incident
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
• Name
• Grade
• Date of Birth
• Gender
• School of Attendance
• Employee Number
• Site or Office Name
• Position Classification
• Job Title
• Home Address
• Parent/Guardian of a student attending which school and grade level
II. PERSONS INVOLVED TAB  cont.

In order to successfully track incidents and produce accurate reports, the user should enter the student identification number and employee number in the Persons 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.

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

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.

Sample screen display for:
- List of Incident Types
- Sub Issue Types

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

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

ISIS incident types and system access:

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

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

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

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.

Record action details.

Record additional actions or information.

Sends automated email notifications to appropriate divisions and offices.

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

Record additional information notification.
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

**Note:** The default responses are "no".

**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.

**Los Angeles Unified School District**

**1STAR 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.
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)
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

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 _______ PM

Is this incident centered around or initiated by a

☐ STUDENT(S) ☐ EMPLOYEE(S) ☐ COMMUNITY MEMBER(S) ☐ FACILITY(IES)

PARENT(S)/

INCIDENT 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: __________________________

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

☐ Abduction ☐ Attempted Abduction ☐ Completed Abduction ☐ Accidental

☐ Altercation (Verbal) ☐ Arrest ☐ Bullying ☐ Cyber ☐ Indirect ☐ Nonverbal ☐ Other ☐ Physical ☐ Psychological ☐ Social Verbal

☐ Child Annoyance (Student as Victim only)

☐ Custody Issue ☐ Damaged/attempts to damage school or private property ☐ Death ☐ Discrimination/Harassment ☐ Disability ☐ Gender/Gender Identity/Gender Expression ☐ Other ☐ Race/Ethnicity/Nationality ☐ Religion ☐ Sexual ☐ Sexual Orientation

☐ Disrupted School-Wide Activities ☐ Fighting/Physical Aggression ☐ Aided or abetted the infliction of physical injury to other ☐ Assaulted/battered school employee ☐ Serious physical injury/not self-defense ☐ Threatened/cause/attempted physical injury ☐ Willful use of force/violence-not self-defense

☐ Fraud Allegation ☐ Hate Violence (for suspension, student must be in grade 4-12) ☐ Hazing ☐ Illegal/Controlled Substance ☐ Alcohol ☐ Controlled substance except first offense of marijuana of less than 1 oz ☐ Drug paraphernalia ☐ Ecstasy ☐ Marijuana ☐ Marijuana possession of first offense of less than 1 oz ☐ Methamphetamine ☐ Other ☐ Possessed or used Tobacco ☐ Selling or arranging to sell the prescription drug Soma ☐ Sold controlled substance ☐ Substitute of a controlled substance

☐ Inappropriate Conduct (Employee as Suspect only) ☐ Non-Sexual ☐ Sexual

☐ Injury ☐ Intergroup Conflict ☐ Lockdown ☐ Medical ☐ Asthma ☐ Faint ☐ Chest pain ☐ Heat Stress ☐ Diabetes ☐ Illness ☐ Seizure ☐ Shock

☐ Missing/Runaway ☐ Robbery ☐ Sex Crime/Sexual Behavior-Inappropriate ☐ Exhibitionism (Indecent Exposure) ☐ Incest ☐ Pornography ☐ Other ☐ Rape ☐ Sexual Assault/Battery

☐ Shooting ☐ Shelter in Place ☐ Suicidal Behavior ☐ 5150/Hospitalization ☐ Self-injury/Cutting ☐ Suicidal Behavior/Intention (injury) ☐ Suicidal Behavior/Intention (non-injury)

☐ Testing (STAR Testing Incidents Only) ☐ Inappropriate Test Preparation ☐ Security Breach ☐ Testing Irregularity

☐ Theft ☐ Received stolen school or private property ☐ Stole or attempted to steal school or private property ☐ Victim of Theft

☐ Threat ☐ Terroristic threat ☐ Threatened/caused/attempted physical injury

☐ Trauma/Violence Exposure ☐ Community violence ☐ Grief/Loss/Death ☐ Familial Violence ☐ Other

☐ Trespass ☐ Walkout/Demonstration ☐ Weapons ☐ Assault w/deadly weapon ☐ Brandished knife at another person ☐ Possession of a dangerous object ☐ Imitation weapon ☐ Knife ☐ Other ☐ Possession of explosive (M80 or greater) ☐ Possession of firearm ☐ Possession of firecracker

☐ Other Issue Type ________________

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

☐ Air Conditioning Problem ☐ Alarm Activation Investigation ☐ Bells out of order ☐ Burglary ☐ Environmental Hazard/Odor

☐ Anthrax ☐ Asbestos ☐ Bomb/Explosive material ☐ Floods ☐ Lead in paint ☐ Mold ☐ Noise Pollution ☐ Toxic Waste

☐ Fire ☐ Fire Alarm System ☐ Fire Sprinkler Broken ☐ Gas Leak/Odor ☐ Heating System Problem ☐ Lost Keys ☐ Rodent/Insect Problems ☐ Sewer Problem ☐ Technology Failure Theft ☐ Trespass ☐ Unsecured Access to School Site

☐ Utility Failure ☐ Power outage ☐ Water supply problem ☐ Vandalism ☐ Color ☐ Disability ☐ Gender ☐ Race ☐ Religion
### 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:** ___________________________

**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

<table>
<thead>
<tr>
<th>Name</th>
<th>Relationship</th>
</tr>
</thead>
</table>

### 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:** ___________________________

**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

<table>
<thead>
<tr>
<th>Name</th>
<th>Relationship</th>
</tr>
</thead>
</table>

### 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:** ___________________________

**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

<table>
<thead>
<tr>
<th>Name</th>
<th>Relationship</th>
</tr>
</thead>
</table>
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
☐ Nearby Schools
☐ School Police (213) 625-6631  Time: __________
☐ Municipal Police Dept.
☐ Risk Management
☐ Facilities Director
☐ Educational Equity Compliance

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

Attach additional pages if necessary.

If you have questions or need additional information, please contact the Office of School Operations at (213) 241-5337.
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.

INCIDENT LOCATION OR COST CENTER NAME: _______________________________

NAME OF REPORTER: _______________________________

REPORTER CONTACT NUMBER: (_____) _____ - _______

DATE OF INCIDENT: ____/____/____

TIME OF INCIDENT: _______ □ AM □ PM

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

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

SCHOOL OF ATTENDANCE: _______________________________

ASSIGNED SITE/LOCATION NAME: _______________________________

Employee or Parent/Comm. Member/Visitor

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

SCHOOL OF ATTENDANCE: _______________________________

ASSIGNED SITE/LOCATION NAME: _______________________________

Employee or Parent/Comm. Member/Visitor

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

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:  ____/_____/_____                                                          EMPLOYEE NUMBER:  ____________

SCHOOL OF ATTENDANCE:  ________________________________

ASSIGNED SITE/LOCATION NAME:  __________________

Employee or Parent/Comm. Member/Visitor

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?  ☐ Yes  ☐ No  Did anyone else cause this injury?  ☐ Yes  ☐ No

(Attach statement of each witness.)

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
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

Was this a “serious injury” to employee? ☐ Yes ☐ No ☐ Unknown If yes, call Cal/OSHA office closest to your location.

Was DWC-1 Form provided to employee? ☐ Yes ☐ No ☐ Unknown If yes, call Sedgwick CMS at (800) LAUSDWC (528-7392)

Does the employee have a temporary work restrictions? ☐ Yes ☐ No ☐ Unknown If yes, contact Stay-At-Work coordinator (213) 241-7630

Was this a “serious injury” to a non-employee or visitor? ☐ Yes ☐ No ☐ Unknown If yes, call School Police at (213) 625-6631 and ORMIS at (213) 241-3139.

Were injured parties hospitalized? ☐ Yes ☐ No ☐ Unknown If yes, call ORMIS at (213) 241-3139

Is this an itinerant employee who also reports to another supervisor? ☐ Yes ☐ No ☐ Unknown If yes, contact the appropriate Supervisor.

Did this involve a possible act of violence? ☐ Yes ☐ No ☐ Unknown If yes, contact School Police at (213) 625-6631 and ORMIS at (213) 241-3139.

Is employee discipline under consideration? ☐ Yes ☐ No ☐ Unknown If yes, contact Employee Performance Accountability at (213) 241-6056

Did this involve evidence of child abuse? ☐ Yes ☐ No ☐ Unknown If yes, contact Child Protective Services at (800) 540-4000.

Were there students or staff traumatized? ☐ Yes ☐ No ☐ Unknown If yes, contact Site Crisis Team at each school Education Service Center.

Did an unsafe condition contribute to this accident? ☐ Yes ☐ No ☐ Unknown If yes, refer to School Police at (213) 625-6631.

Did this accident involve hazardous substance release? ☐ Yes ☐ No ☐ Unknown If yes, direct 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.

Does this appear to be a fraudulent claim? ☐ Yes ☐ No ☐ Unknown

IMPORTANT INFORMATION AND REMINDER:

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

1. 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.

2. All injuries requiring medical treatment, transport by ambulance, emergency room treatment or hospitalization.

3. An act of violence may involve student vs. student, student vs. teacher, or teacher 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

ADDRESS 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

COPIES: To your Office File (EMPLOYEE INJUREMENTS ONLY) Do not keep copies of student or visitor injury investigations at your location. ATTACH ADDITIONAL PAGES IF NECESSARY.
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
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
INCIDENT NOTIFICATION

Incident is reported to School Administrator

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)

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

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

ESC Operations Coordinator updates ESC Administrator of Operations

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 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

CLOSED 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
Incident is reported to Division Head

- Office notifies Educational Service Center (ESC) Operations Coordinator of the incident.
- Office initiates an iSTAR report

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

- LASPD Generates Crisis Level 1 Blackboard Connect Call

**INCIDENT NOTIFICATION**

**MONITORING AND COMMUNICATION**

- 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

- 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

**ESCALATION OF INCIDENT**

**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