![District of Columbia Public Schools logo]

Incident Response Guidelines for School Leaders

I.   Purpose

Even with strong leadership and purposeful planning, every system or organization experiences incidents in which a human or structural failure results in an event which causes loss or harm to one or more individuals. In the case that these incidents occur, it is important to have a structured approach to reviewing the incident so that remedies can be identified to repair harm and the leadership can leverage lessons learned in order to strengthen the system and mitigate future risks. These guidelines are intended to support a robust risk assessment and incident response process that will help DCPS meet these goals.

Defining Degree of Risk
Low - Impact on system, but <u>no immediate risk of harm</u> to student health, welfare, or safety exists (e.g. insufficient Kids Ride Free cards, window leaks, or technology challenges).
Medium - Impact on system, and <u>potential risk of harm</u> to student health, welfare, or safety exists, or impact is on multiple students or classrooms (e.g. group physical altercation or isolated facility issue, such as a water leak).
High - An <u>immediate risk of harm</u> to student health, welfare, or safety exists, <u>significant harm has just occurred</u>, **or** <u>impact is on the entire school</u> (e.g. alleged sexual misconduct, alleged corporal punishment, a comprehensive facilities issue, such as a full utility outage, or a missing student).

II.   Taking Appropriate Action

If you see something, say something. Timely incident reporting is everybody's job. If you learn of harm or a risk of harm, immediate reporting is critical. Together we must ensure awareness, so that we can support follow up actions that repair harm, prevent future harm, and restore community well-being.

i.   Routine Reporting

For low-risk challenges which inhibit optimal functioning of the organization, but do not include an immediate risk of harm, it is still important to notify an individual with the requisite expertise to resolve the matter via email. If you do not know who the right individual is, consult with your supervisor. This notification helps us be responsive as a system.

ii.   High-Risk Incident Response Reporting

The incident response protocol (see page 3) should be implemented immediately for incidents which indicate **a high risk**.

Incident Reporting: School Leader Checklist

In addition to any reporting required below, initial reporting and assessment of risk should be completed immediately. High-risk esponse planning should occur on the same business day of problem identification, in alignment with the central office incident response protocol (see next page). ***If you are unclear on which steps to take, please consult with your supervisor.***

Part 1: Internal Reporting Requirements Regarding ALL Incidents:

☐ Contact your immediate supervisor. If your immediate supervisor is not available, contact your chief of schools.

☐ Contact your school security officer to ensure that an incident report is submitted into the system.

☐ Activate school crisis plan, as needed.

☐ If incident involves any DCPS employee, contact Labor Management and Employee Relations (LMER): dcps.lmer@dc.gov

Part 2: Additional Reporting Requirements (Fact-Specific):

A. <u>For incidents involving:</u>
   - **VIOLENCE**
   - **MEDICAL EMERGENCIES**
   - **CRIME**

   ☐ Contact **911 immediately**.

   ☐ Contact DCPS Police Command Center: (**202) 576-6950**

B. <u>For incidents involving alleged:</u>
   - **SEXUAL ABUSE, ASSAULT, or VIOLENCE**
   - **SEX TRAFFICKING/SEX ACT DEPICTION/EXPLOITATION**

   ☐ Contact Metropolitan Police Department (MPD)

   ☐ Contact DCPS Police Command Center: (**202) 576- 6950**

   ☐ Contact Child and Family Services Administration (CFSA): **(202) 671-SAFE**

   ☐ Contact Central Office CARE Team: **(202) 442-5405 or email dcps.care@dc.gov**

C. <u>For incidents involving alleged:</u>
   - **BULLYING/CYBER BULLYING, GENDER-BASED HARRASSMENT**
   - **HAZING, HOSTILE ENVIRONMENT, INTIMIDATION**
   - **QUID-PRO-QUO HARRASMENT, RETALIATION, SEXUAL HARRASMENT**

   ☐ Contact Central Office CARE Team: **(202) 442-5405**

   ☐ Contact DCPS Police Command Center: **(202) 576- 6950**