



## Emergency Incident Reporting Procedures

### EIR Goal:

1. *To assist and support PRJUSD school sites with any and all resources available if an emergency occurs.*
2. *To proactively communicate with district office staff and school site staff.*

### Step 1: Evaluate Incident is EIR needed?

Although there is no perfect scenario of when to fill out an EIR and when not to fill out an EIR, please use common sense and ask yourself the following questions:

“Do I or will I need help from DO staff or emergency personnel?”

“Could this incident lead to a rumor or gossip that will make it to board or community members?”

If the answer is yes, send an EIR.

If 911 is needed, call 911 immediately...

Contact Director/Supervisor via phone.

Start initial EIR process (ALL 911 calls must have an EIR as soon as possible).

If 911 is not needed but other immediate assistance is needed...

Call for assistance and start EIR report. (If off campus assistance is needed then an EIR should be completed as soon as time permits).

If no off-campus assistance is needed, but you determine an EIR is needed, complete form as soon as time permits.

### Step 2. Filling out the EIR

Fill out as much of the top part of the form as possible with the information you've obtained.

Write a “brief” description of the incident at the bottom.

Include the 5 W's: Who, What, Why, Where, & When.

Do NOT include student's name; use grade level, male or female.

### Step 3. Sending the EIR

E-mail the initial EIR to “2019-20Cabinet” and CC Theresa Braden.

If someone other than the site principal is sending the EIR the principal must be CC'd.

If the incident requires a “follow-up” report, please complete and send in when all information is obtained. Example: Student was transported to Twin Cities Hospital by parent and was released after x-rays.



#### **Step 4. EIR Received**

Every EIR is reviewed by the superintendent.

Every EIR is reviewed by each cabinet member in case follow-up support is needed.

Some EIRs will require follow-up EIR information and a request will be made when the initial report is sent in.

Some EIR's are forwarded to the Board or Trustees in case they are asked, "did you know about ...?"

If you are unsure if an EIR is needed, contact your supervisor. If your supervisor is unavailable, contact the Director of Student Services.

