
Fresno USD DIVISION OF HUMAN RESOURCES
HR 4108
EMERGENCY INCIDENT REPORTING

Incidents that fall within the following categories are to be reported to the appropriate Division Office(s):

1. Any incident involving **serious** bodily injury to a student or District employee that may result in permanent disability and/or is life threatening.
2. Any incident that may result in a claim for damages or litigation against the District.
3. Any incident that may jeopardize the safety or security of District staff and/or students, i.e. a gas leak, a fire, a bomb threat, etc.
4. Any incident that may generate media exposure.

When reporting an incident in the categories listed above, please use the following guidelines:

1. Report should include pertinent facts: when, where, how, and who (when appropriate). There may be incidents involving students when it is necessary to protect the privacy rights of the students, i.e. incidents regarding alleged sexual abuse.
2. The Instructional Superintendent or Cabinet-level supervisor should consider advising the following offices, if appropriate:

Superintendent
Chief Financial Officer
Risk Management
Legal Counsel
Public Information
Human Resources/Labor Relations

3. The Instructional Superintendent or Cabinet-level supervisor should provide a summary of the incident to the Superintendent as soon as possible.
4. The Superintendent or designee will make the determination as to informing the Board of Education with respect to the incident.
5. Any incident involving alleged child abuse, even if seemingly minor, **must** be reported to Child Protective Services.

Policy Fresno Unified School District
DIVISION OF HUMAN RESOURCES
Revised: January 17, 2017
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Fresno, California