

	<b>Superintendent's Circular</b>	NUMBER: SAF-04  Version 01
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## INCIDENT DATA AND NOTIFICATIONS

*This circular will remain in effect unless rescinded or superseded by a subsequent version*

It is Boston Public Schools' policy that all building administrators and responsibility center managers report all incidents completely, promptly, and accurately to the Department of Safety Services and appropriate public safety agencies. Administrators and responsibility center managers must be aware that often an incident occurring at one site may precipitate a similar or related incident at another site. Timely reporting of incidents will help ensure a prompt and appropriate response by the School Department, public safety agencies, and other agencies whose support may be required.

In addition to reporting all incidents to the Department of Safety Services, building administrators and responsibility center managers must report all serious incidents to the Superintendent's Office and to the appropriate assistant superintendent. Serious incidents are considered to be those that require or precipitate the assistance of the Police Department, Fire Department, Emergency Medical Services, or the Department of Children and Families in other than a routine and ancillary manner. Any situation that could result in the request for the closing of a school building is also to be considered a serious incident reportable to the Superintendent's Office and the appropriate assistant superintendent. Since personnel from the superintendent's staff work with city officials to address many of these issues and the Office of Communications

coordinates responses to media inquiries, it is imperative that the Superintendent's Office be notified of serious incidents in a timely manner.

Building administrators and responsibility center managers must immediately notify the appropriate public safety agency by way of the 911 emergency telephone line of any situation that poses imminent danger. These calls should be made by the on-site administrator or manager using conventional or cellular telephones. The School Department's two-way radio system is not designed to access 911 emergency services and should only be used when conventional or cellular telephones are unavailable.

When accessing emergency services through the enhanced 911 system, the caller must give the complete address, succinctly state the nature of the problem, and follow any instructions issued by the dispatcher.

The following chart lists some typical incidents occurring on School Department grounds, and the appropriate order of notifications to be made.

Incident	Order of Notification
Arrest	Department of Safety Services, Police
Arson (or Attempt to Burn)	Fire, Department of Safety Services, Facilities
Assault	Department of Safety Services, Police
Bomb Threat	Police, Department of Safety Services, Superintendent's Office
Demonstration	Police, Department of Safety Services, Superintendent's Office

Drug Possession	Department of Safety Services, Police
Extortion	Department of Safety Services, Police
Facility Damage	Facilities, Superintendent's Office, Department of Safety Services
Larceny	Department of Safety Services, Police, Facilities
Fire (No matter how small)	Fire, Department of Safety Services, Facilities
Medical Emergency	EMS, Department of Safety Services, Superintendent's Office (if major event)
Police Assistance (Unspecified)	Department of Safety Services, Police
Robbery	Department of Safety Services, Police
Sex Offense	Department of Safety Services, Police, Superintendent's Office, Equity
School Closings (Emergency)	Superintendent's Office, Department of Safety Services, Police
Technical Assistance (Safety and Security)	Department of Safety Services, Facilities
Threats	Department of Safety Services, BPD School Unit
Trespassers	Department of Safety Services, Police
Vandalism	Department of Safety Services, Facilities
Weapons	Department of Safety Services, Police

Administrators and responsibility center managers are to note that requests from the media or from other parties for incident reports, written statements, or other documents should be referred to the Office of Legal Advisor at 617-635-9320.

School leaders, principals, and program directors are reminded that they are required to sign off on all incident reports prepared by School Department employees (excluding Safety Services reports), including but not limited to teachers and other school staff.

For related information, refer to:

- Superintendent's Circular FMT-12, Report of Loss or Damage Resulting from Fire, Theft, Vandalism, or Unlawful Acts
- Superintendent's Circular FSE-01, School Safety / Contingency Plans
- Superintendent's Circular FSE-02, Fire Safety Practices.

For more information about this circular, contact:

<b>Owner:</b>	Deputy Chief of Safety
<b>Department:</b>	Safety Services
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<b>Phone:</b>	617-635-8000
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Mary Skipper, Superintendent