

# Guidelines for Reporting Serious Incidents

[COB-RA]

## Student Welfare and Compliance

A reportable incident is any incident that includes some level of risk, harm, or threat of harm to staff or students, seriously disrupts school operations, or concerns staff or students and could escalate to a community concern or elevated police or legal matter.

**\*\* 9-1-1 should always be called first when there is imminent danger\*\***

All of the following events constitute a reportable serious incident and are expected to be called into the **OTLS-SSI** **within one hour** of the occurrence:

### CALL OSSI [POLICE / FIRE / RESCUE / CPS as directed]

- Request for Medical Assistance (*Anaphylaxis, bloodborne, defibrillator*)
- Request for Fire/Rescue
- Fire/Arson (*Fire Safety, EBA-RA*)
- Possession or false report of destructive device
- Possession/Distribution of drugs or controlled dangerous substance
- Possession of firearm on MCPS property
- Possession of weapons (*BB/pellet gun, knife*)
- Death [Including suicide or attempt, ideation]
- Rape and/or Sexual assault by force or threat of force (*Child Abuse and Neglect, JHC-RA*)
- Physical or Sexual assault of a student by a staff member (*or adult*)
- Physical or Sexual assault of a staff member (*or adult*) by a student
- Threat of physical or sexual violence/assault (*Written, Verbal, Cyber, Social Media*)
- Sexual misconduct of an intimidating, physical, hostile, or offensive nature
- Robbery/attempted robbery
- Hate crime and Hate-bias Incidents
- Gang-related incident/crime
- Property damage (*graffiti, vandalism*)
- Arrest (*physical or paper*) on MCPS property
- Search and seizure of student possessions
- Lockdown, Evacuation, or Shelter
- Hazardous Materials Incidents
- Incidents resulting in critical injury (*may result in death, loss of limb, or a permanent impairment*)
- Confirmed Contagion
- Missing Child
- Staff or Student Accident involving injury to head, eye, neck, or spine
- Property damage that results in disruption of the planned school day
- Misconduct that results in potential or actual serious disruption of the planned school day

**Student Welfare and Compliance** works collaboratively with schools, offices (including the general counsel) and community agencies to ensure consistency and coherence with implementing policies, regulations, and guidelines related to discrimination; human relations; bullying, harassment, and intimidation (including Title IX sexual harassment and/or assault); recognizing and reporting child abuse and neglect; gender identity / transgender.