REPORTING SERIOUS INCIDENTS (COM-P001)
SACRAMENTO CITY UNIFIED SCHOOL DISTRICT

1.0 SCOPE:

1.1 This procedure outlines the process for reporting serious incidents.

2.0 RESPONSIBILITY:

2.1 Chief Communications Officer or Communications Manager II

3.0 APPROVAL AUTHORITY:

3.1 Chief Communications Officer

3.2 Communications Manager II

4.0 DEFINITIONS:

4.1 Serious incident: Any emergency situation that requires a response from the Sacramento County Sheriff's Department, the Sacramento City Police Department or the fire department; a violation of the state penal code, including the threat of possible harm to district employees, students, volunteers or guests; or a school-wide or building-wide mass action in response to a threat of harm or danger, such as the vacating of a building in response to a bomb threat or other imminent danger such as a lockdown.

5.0 PROCEDURE:

5.1 Principal, Assistant Principal, department head or office manager must immediately phone the responsible area assistant superintendent or supervising administrator and SRO or security services.

5.1.1 If the responsible area assistant superintendent or administrator can’t be contacted by phone, the reporting party must contact the Chief Accountability Officer or Communications Office directly.

5.1.2 Incident report should include the following information: Who was involved, what occurred, when the incident took place and where it took place.

5.2 The area assistant superintendent, administrator or designee relays the information to the Communications Office.

5.3 Chief Communications Officer/designee distributes details of the incident to the Board of Education, Superintendent and superintendent’s cabinet.

6.0 ASSOCIATED DOCUMENTS:

6.1 None.

7.0 RECORD RETENTION TABLE:

<table>
<thead>
<tr>
<th>Identification</th>
<th>Storage</th>
<th>Retention</th>
<th>Disposition</th>
<th>Protection</th>
</tr>
</thead>
<tbody>
<tr>
<td>Email communications with Board of Education, Superintendent and Cabinet</td>
<td>Electronic</td>
<td>Sent via email then archived</td>
<td>Discard as Desired</td>
<td>Secure District Network</td>
</tr>
</tbody>
</table>

The online version of this procedure is official. Therefore, all printed versions of this document are unofficial copies.
### 8.0 REVISION HISTORY:

<table>
<thead>
<tr>
<th>Date</th>
<th>Rev.</th>
<th>Description of Revision</th>
</tr>
</thead>
<tbody>
<tr>
<td>4/4/11</td>
<td>B</td>
<td>Update</td>
</tr>
</tbody>
</table>

***End of procedure***