

**Emergency  
Information Form for  
Employees**

Principals will require all employees to complete an emergency information form. The employee will be responsible for updating the information on the form.

**Incident  
Investigation —  
Employees**

If an employee is injured in an incident at school, a first report of injury will be completed and forwarded to the Superintendent or designee who will determine what action has been or should be taken to prevent a similar incident.

**Incident / Accident  
Report for Students**

Incidents or accidents on the school grounds or in a school building will be reported immediately to the principal. The teacher will complete the student accident report form (Exhibit A). The principal will investigate the circumstances surrounding each incident/accident to determine what action has been or should be taken to prevent a similar incident or accident.