



CATEGORY: **Business & Operations Department**
SUBJECT: **Incident Reporting Procedures**

A. PURPOSE AND SCOPE

District employees are required to fill out an Incident Report when they witness an accident, are supervising at the time of the accident or they are the one to whom the injury is reported. This report is used for accidents and/or incidents to anyone other than students.

B. INSTRUCTIONS

Site's Responsibility:

1. Prepare an Incident Report form from North Bay Schools Insurance Authority (NBSIA) and send to the Administrative Assistant, Business & Operations, to review for completeness, legibility and any required action. The Administrative Assistant will make distribution of copies according to instructions on form. Ensure the following items are included:
 - a. Complete description of incident
 - b. Location of incident
 - c. Date of incident
 - d. Injured's Name, Address and Phone Numbers
 - e. Names of any witnesses
 - f. Apparent nature of injury
 - g. Injured part(s) of body
 - h. First Aid procedures used and by whom
 - i. Name and attitude of anyone contacting District or City
 - j. Anything else done for injured person

All Incident Reports must be reported on a North Bay Schools Insurance Authority Form and signed by the principal within twenty four (24) hours following the incident. Send copies to the Business & Operations Department immediately for proper distribution and notification.

2. If anyone indicates to you that they may, are considering, or will pursue a claim for damages, notify the Administrative Assistant, Business & Operations immediately.
3. Do not provide completed Incident report forms to anyone other than authorized District personnel members. These Incident Reports are "Confidential" and any public disclosure could hinder defense of the claim.
4. If a person asks to make a claim, refer them to the Administrative Assistant, Business & Operations. Never volunteer/offer claim forms.

5. If you are contacted by NBSIA's Property and Liability Claims Manager/Investigator, furnish the requested information as accurately and as quickly as possible.
6. Only give claim information or statements to NBSIA's Property and Liability Claims Manager/Investigator. If in doubt, call NBSIA for verification at 707-428-1830.
7. **NO ONE AT THE SITE LEVEL OR AT THE DISTRICT OFFICE SHOULD MAKE ANY STATEMENT REGARDING CAUSE, FAULT OR LIABILITY.**

NOTE: Forms can be found on the North Bay Schools Insurance Authority at www.nbsia.org