

SAFETY PROGRAM/RISK MANAGEMENT  
ACCIDENT PREVENTION AND REPORTS

CKB  
(REGULATION)

**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.

**Incident / Accident  
Report for Students**

Incidents or accidents that occur on the school grounds or in a school building will be reported immediately to the principal. The teacher will complete a student incident/accident report. 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.

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**Note:** For more information related to emergency safety drills or active threat exercises, refer to Texas School Safety Center (TxSSC) guidance. The [Active Threat Toolkit<sup>1</sup>](#) may be found on their website.

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**Active Threat  
Exercises**

If the District chooses to conduct active threat exercises, which are not mandatory, it must comply with all legal requirements and any additional requirements established by local policy or procedure. Active threat exercises may include simulated active aggressors or active shooter simulations.

Notification

At least two weeks prior to any active threat exercise, a notice will be provided to all individuals required by law.

Distribution of  
Notification

Notification of the exercise will be posted through the following multiple distribution networks, including, but not limited to, the District's website and social media platforms:

Campus  
Announcement

Each campus will make an audible announcement over the campus public address system immediately prior to the start of the active threat exercise to state that it is only an exercise, not a real emergency. If applicable, the announcement will also state if the exercise will include a live simulation that mimics or appears to be an actual threat (such as a shooting incident).

Data Collection and  
Submission

The District will collect data regarding the efficacy and impact of the exercise through the after-action report submitted by the participant. The District will also obtain feedback from students, parents, staff, or other participants after each active threat exercise through the after-action report submitted by the participant.

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All data will be submitted to the TxSSC in accordance with  
methods developed by the TxSSC.

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<sup>1</sup> Texas School Safety Center's Active Threat Toolkit:  
<https://txssc.txstate.edu/tools/at-toolkit/>