

## Administrator's Protocol for Immediate Communication of Critical Incidents

*For all incidents, use the Incident Command System to follow the Critical Response Plan.  
Use the Emergency/Critical Phone Tree to contact district personnel.*

**– Always send an E-Admins in the following situations and any other critical communication as soon as possible –**

<b>Whenever law enforcement/school resource officer is involved</b>	
<p><b>Any emergency</b></p> <ul style="list-style-type: none"> <li>After calling 9-1-1, send E-ADMINS to group within five minutes</li> <li>Call risk manager as soon as possible: 253-583-7357 or cell phone 253-606-1330</li> <li>Send a written report to risk manager</li> <li>Enter a SchoolDude work order for district property repairs if applicable</li> </ul>	<p><b>Any non-emergency</b></p> <ul style="list-style-type: none"> <li>Report to police/SRO</li> </ul> <p><i>See also:</i> Critical Incident Response Plan and applicable district policies</p>

<b>Child Abuse</b>	<small>See also: District Policy/Procedure 3421 &amp; 3421-P1</small>
<ul style="list-style-type: none"> <li>Determine whether to call Law Enforcement</li> <li>Always make report to CPS</li> <li>Send copy of CPS report to risk manager and student services director via courier</li> <li>If law enforcement is involved and/or someone from CPS visits the school, email E-Admins group immediately</li> </ul>	

<b>Lost / Missing Child</b>	<small>See also: Critical Incident Response Plan</small>
<p><b><i>If child cannot be immediately located:</i></b></p> <ul style="list-style-type: none"> <li>Notify the principal</li> <li>Call transportation dispatch</li> <li>Call law enforcement (non-emergency number)</li> </ul>	

<b>Emergency Expulsions</b>	
<p><b><i>If student is emergency expelled and it is likely to result in long-term suspension:</i></b></p> <ul style="list-style-type: none"> <li>Email student services director and assistant superintendent with a summary of details</li> </ul>	

<b>Injury</b>	
<p><b><i>If staff member is injured:</i></b></p> <ul style="list-style-type: none"> <li>Follow the Worker's Compensation flowchart</li> <li>Notify executive director of human resources</li> </ul> <p><b><i>If student is injured:</i></b></p> <ul style="list-style-type: none"> <li>Email assistant superintendent</li> <li>Send written report to risk manager</li> </ul>	

<b>Trespass Notifications</b>	<small>See also: District Policy/Procedure 3160, 4203 &amp; 4203-P1</small>
<p><b><i>If anyone seeks to issue a trespass notification for any district property:</i></b></p> <ul style="list-style-type: none"> <li>Contact assistant superintendent             <ul style="list-style-type: none"> <li>- If approved, assistant superintendent request risk manager to draft letter</li> </ul> </li> <li>Risk manager will provide copy of letter to superintendent, deputy superintendent, appropriate council administrator and principal or ALT member             <ul style="list-style-type: none"> <li>- JBLM authorities receives copy if incident occurred on JBLM</li> <li>- Lakewood Police Department receives copy if incident occurred in Lakewood</li> </ul> </li> </ul>	

<b>Theft</b>	
<p><b><i>If theft is in excess of \$500, or unable to determine:</i></b></p> <ul style="list-style-type: none"> <li>Send written report to risk manager</li> <li>Call law enforcement</li> </ul> <p><b><i>If theft is under \$500:</i></b></p> <ul style="list-style-type: none"> <li>Send written report to risk manager</li> <li>Call law enforcement - if significant value</li> </ul> <p><b><i>Any burglary (forced entry/breaking and entering):</i></b></p> <ul style="list-style-type: none"> <li>Call law enforcement</li> <li>Send written report to risk manager</li> </ul>	

<b>Vandalism</b>	
<p><b><i>If vandalism involves law enforcement:</i></b></p> <ul style="list-style-type: none"> <li>Call law enforcement and photograph if possible</li> <li>Send written report to risk manager</li> <li>Contact maintenance and operations</li> <li>Complete SchoolDude work order for repairs</li> </ul>	

<b>Vehicle Accident</b>	
<p><b><i>If any serious injuries, call 9-1-1 immediately</i></b></p> <p><b><i>Any accident in any district vehicle/equipment:</i></b></p> <ul style="list-style-type: none"> <li>Call transportation</li> <li>Call law enforcement</li> <li>Send written report to risk manager</li> </ul> <p><b><i>Additionally, if accident is after-hours or on weekend:</i></b></p> <ul style="list-style-type: none"> <li>Call transportation supervisor or director of transportation</li> </ul>	

<b>Agency/District Phone Numbers</b>
<b>In case of emergency, call 9-1-1</b>
<p>Lakewood Police Non-Emergency ..... 253-798-4721</p> <p>JBLM Non-Emergency..... 253-967-3107</p> <p>Child Protective Services ..... 253-983-6100</p> <p style="padding-left: 40px;">- After hours/weekends ..... 1-800-422-7517</p> <p>District Risk Manager ..... 253-606-1330</p> <p>Director of Transportation ..... 253-583-5496</p> <p>Transportation Supervisor ..... 253-583-7390/5495</p> <p>Transportation Dispatcher ..... 253-583-5971</p>