



## OCCURRENCE REPORTING PROCEDURES Revised 7/7/2011

### OCCURRENCE REPORTING – Assistant Principal/Ria Romano, Secretary

- A. In case of an emergency requiring intervention to prevent physical harm or injury, sites are to call 911 for immediate assistance.
- B. In the event that anything unusual and/or dangerous occurs at a site, involving weapons, drugs, illness, injury or risk of injury, the assistant principal should be contacted **immediately**. In addition, theft or any situation that compromises the safety and welfare of staff and/or students (both inside and outside of the building) must be reported.
- C. If the police, fire department or EMS is called to your site, **even if the call was placed by the agency and not a DOE staff member**, the site assistant principal and the administrative office must be contacted. Parents/guardians of students arrested, hurt or sent to the hospital must also be contacted. If a student is taken to a hospital or arrested, a staff member is required to accompany the student to the hospital or precinct and should remain with the student until a parent/guardian arrives.
- D. Knowledge or “reasonable cause for suspicion” of any potentially serious or dangerous situation must be brought to the attention of the agency personnel and assistant principal immediately. Examples of such situations are:
  1. Child abuse/neglect
  2. Educational neglect
  3. Threat of harm or self or others
  4. Medical emergency
  5. Impending fight

In order to ensure that occurrences are filed in a timely manner, please follow the procedures listed below.  
(See *Occurrence Reporting form attached*)

1. All occurrences must be reported **immediately to your assistant principal**.
2. Call and describe occurrence Ria Romano at the Administrative Office at 718-557-2590, ext. 3161.
3. **Complete** the attached Occurrence Reporting form legibly and in detail. Add additional sheets of paper if necessary and **fax immediately** to Ms. Romano’s attention **at (718) 557-2599 or (718)-557-2588**
4. If applicable, a written witness statement form must be completed, signed and faxed to Ms. Romano **within 24 hours**.
5. If a suspension is requested, the assistant principal must provide all suspension information on the bottom of the Occurrence Reporting form or contact Ms. Romano at the Administrative Office.
6. Assistant Principals must also follow up on any student who is involved in an occurrence that results in his/her being hospitalized or arrested. Ms. Romano must be contacted with any new information so that the original occurrence can be updated with the Emergency Information Center (EIC).

If you have any questions regarding these procedures, please contact the site assistant principal or Ms. Romano at the GED Plus Administrative Office.