

Guidelines for Reporting Serious Incidents to the Office of School Performance

Below is a list of serious incidents that must be called in to the Office of School Performance (OSP).

All of the following events constitute serious incidents (See Regulation COB-RA):

- Safety/Health
 - a) Any incident resulting in death or serious injury of any person on an MCPS site or while conducting MCPS business
 - b) Bomb threats or explosive devices on MCPS sites
 - c) Fire (See Regulation EBA-RA, Fire Safety)
 - d) A request for emergency medical assistance
 - e) Serious property damage that results in disruption of the school day
 - f) Substantial or critical malfunction of essential equipment, facilities, and/or services – also report to maintenance supervisor
 - g) Serious abuse or assault (physical/sexual) of any person
 - h) Serious abuse of any person that is based on sexual harassment, race, religion, or ethnic background (i.e.; hate/violence incidents)
 - i) Weapons
- Security/Discipline
 - a) A request for police assistance
 - b) Behavior that results in potential or actual disruption of the planned school day
 - c) All incidents of sexual harassment or hate violence

Next Steps

1. Schools will notify the OSP of all serious incidents as soon as possible after the incident has occurred but no later than 24 hours. If 911 is called, it is automatically a serious incident.
2. The following information should be provided to OSP:
 - ✓ Name and position of person reporting incident
 - ✓ Date and Time of Incident
 - ✓ Type of incident
 - ✓ Gender/grade and number of students, if students are involved
 - ✓ Location of incident – on or off school property
 - ✓ Brief description of incident
 - ✓ Consequences
 - Police contacted on non-emergency or 911; if so, action taken – arrest, report?
 - Medical – was student/staff member transported to hospital; did anyone accompany student/staff member; name of hospital?
 - Fire Alarm – was there an evacuation?
 - ✓ Disciplinary actions taken
 - ✓ Were parents notified?
 - ✓ Was MCPS security notified?
 - ✓ Update needed? (school to follow-up with additional information)