



DEPARTMENT OF DEFENSE
DEPENDENTS SCHOOLS
OFFICE OF THE DIRECTOR, EUROPE
UNIT 29649, Box 7000
APO AE 09002-7000



October 16, 2010
10-EUR-006

MEMORANDUM FOR DISTRICT SUPERINTENDENTS
PRINCIPALS

SUBJECT: DoDDS-Europe Serious Incident Reporting Process

Reference: (a) DoDEA Regulation 4700.2. "DoDEA Internal Physical Security" March 27, 2001
(b) DoDEA 1005.1 Manual, "DoDEA Administrator's Manual" October 2007
(c) DoDEA Regulation 2050.9, "DoDEA Family Advocacy Program Process and Procedures for Reporting Incidents of Suspected Child Abuse and Neglect" January 27, 1998
(d) Deputy Director, DoDDS-Europe Memorandum "Reporting Accidents, Incidents, and Injuries" June 29, 2000 (hereby cancelled)

This memorandum clarifies and establishes procedures to be followed by school and district personnel when reporting serious incidents to the Director, DoDDS-Europe and the Director, DoDEA. The purpose of this policy is to clarify existing DoDEA guidance (References (a) and (b)), and to outline expectations for follow-up reporting and intervention procedures throughout the period of incident management. The requirements of this process apply to all DoDDS-Europe schools and offices.

The DoDEA Serious Incident Report (SIR) system is used to:

1. Provide early notice to DoDEA leadership that a serious incident has occurred or may have occurred.
2. Provide the DoDEA chain of command with timely information to respond to queries from Department of Defense (DOD), news media, and others.

The DoDDS-Europe SIR process further seeks to:

1. Ensure that students and staff affected by serious incidents receive appropriate attention, protection, and referral as necessary.
2. Establish a routine for the provision of detailed follow on information.
3. Identify SIR circumstances to better understand the causes and conditions leading to the incident and to reduce the possibility of similar incidents.
4. Ensure that appropriate corrective actions are undertaken when deficiencies are identified.

PROCESS:

Principals should provide a preliminary report of any incident that might concern DoDEA as a serious incident in accordance with guidance provided in References (a) or (b). In the case of sexual assault or harassment, suicide or suicidal gestures, or incidents of exceptional violence, the principal will also immediately notify the Superintendent or Director, DoDDS-E by telephone. Serious incidents involving suspected criminal activity will be immediately reported to the installation law enforcement authorities. Incidents of suspected or alleged child abuse will be reported in accordance with the requirements of Reference (c).

Once the report is submitted, it instantly enters the DoDEA Serious Incident Reporting System and is immediately available for viewing by district, area, and headquarters personnel. Please ensure reports are well written and provide all available pertinent information. District Safety and Security Officers are responsible for enrolling all principals and assistant principals into the DoDEA Serious Incident Reporting System.

SIR's should be submitted within 24 hours and not be delayed due to incomplete information; all pertinent information known at the time of SIR submission will be included. Additional information following the initial SIR will be provided by the principal or other reporting authority in a subsequent narrative report in the following periodicity:

1. Five working (5) days following submission of the initial SIR to include the following information:
 - a. Additional clarifying information regarding the original incident.
 - b. Status of any related investigations (e.g. FAP, CID, NCIS, host nation agencies, etc.).
 - c. Command interest/involvement.
 - d. Parent contact, requests, expectations and concerns.
 - e. Course of action, treatment, or status of students and staff involved.
 - f. Actions taken to resolve the problem(s).

2. 14 working days following submission of the initial SIR to include the following information:
 - a. Additional clarifying information regarding the original incident.
 - b. Status/conclusions of related investigations (e.g. FAP, CID, NCIS, host nation agencies, etc.)
 - i. Obtain copies of investigation documents, police reports etc.
 - ii. Any relevant records.
 - c. Status of students and staff involved.
 - d. Actions taken to resolve the problem(s).
 - e. Chronological record of the incident including school and command (if applicable) actions taken at each step.
 - f. Conclusions and lessons learned.

Additional information may be provided or requested until the Director, DoDDS-E determines the serious incident to be resolved. This procedure is effective immediately and remains in effect until rescinded.



Nancy C. Bresell
Director, DoDDS-Europe

cc:
Superintendent, CIA DoDDS-E
Security Officer, DoDDS-E