

INDIAN AFFAIRS DIRECTIVES TRANSMITTAL SHEET

(modified DI-416)

DOCUMENT IDENTIFICATION NUMBER 30 IAM 4	SUBJECT Critical Incident and Death Reporting Form Policy	RELEASE NUMBER # 08-46
FOR FURTHER INFORMATION Bureau of Indian Education		DATE 11/13/08

EXPLANATION OF MATERIAL TRANSMITTED:

The purpose of this chapter is to establish the Bureau of Indian Education (BIE) process for the reporting of critical incidents and death in BIE-funded schools.

This chapter supersedes National Policy Memorandum NPM-EDUC-5, Critical Incident and Death Reporting Form Policy. The policy was converted in its entirety; no changes have been made to the text.



Kevin Skenandore
(Acting) Director, Bureau of Indian Education

FILING INSTRUCTIONS:

Remove: None

Insert: 30 IAM 4

INDIAN AFFAIRS MANUAL

- 1.1 Purpose.** The Bureau of Indian Education (BIE) is committed to promoting and providing a safe and nurturing environment for all students. However, when a critical incident or death occurs, there must be a process that provides for immediate response and notification. This critical incident and death reporting policy is for schools to use during and after any critical incident or death.
- 1.2 Scope.** The provisions of this policy are specifically applicable to BIE-operated schools. BIE recommends that all BIE-funded schools follow this policy, and BIE advises all Tribally Controlled Schools to have a Critical Incident and Death Reporting Form and Policy similar to this policy.
- 1.3 Policy.** The BIE-operated schools are to use the Critical Incident and Death Reporting Form to immediately notify BIE officials of an incident. The form is to be completed and faxed to the BIE Director, BIE Chief of Staff, DOI Law Enforcement and Security Watch Office and the Education Line Officer. Schools will maintain a current list of emergency telephone numbers and the names and addresses of local personnel who may be involved in assisting with or resolving the critical incident or death.

In addition to the reporting form, in the event of a student/employee death, schools will provide a grief-counseling plan for students and staff. The plan will include resources such as counselors, grief counselors, school psychologists and any other mental health professionals available to the school. The grief counseling procedures will include the following steps:

1. Determine the level of intervention for students and staff by meeting with school counseling staff.
 2. Prohibit media from questioning students and staff.
 3. Designate rooms for private counseling.
 4. Follow-up with students and staff who receive private counseling
 5. Document all counseling and intervention activities.
- 1.4 Reporting.** The purpose of the Critical Incident and Death Reporting Form is to report a critical incident or death occurring at a school. This form is to be completed immediately and faxed to the BIE Director at 505-563-5231, BIE Chief of Staff at 202-208-3312, the DOI Law Enforcement and Security Watch Office at 202-208-3421, and the Education Line Officer.

1.5 Authority.

A. Public Law 95-561, Education Amendments of 1978, Title XI, Sections 1120 and 1126(a), as amended by Public Law 107-110, No Child Left Behind Act of 2001, Title X, Section 1042, Jan. 8, 2002, 115 Stat. 2007 and 2026.

INDIAN AFFAIRS MANUAL

Part 30

Education (Management)

Chapter 4

Critical Incident and Death Reporting Form Policy

Page 2

1.6 Responsibilities.

- A. **Director, Bureau of Indian Education (BIE)** is responsible for final approval of BIE policy.
- B. **Education Line Officers** are responsible for ensuring the policy is in place at the schools.
- C. **School Principals** are responsible for adherence to the policy.

INDIAN AFFAIRS MANUAL

Part 30
Chapter 4

Education (Management)
Critical Incident and Death Reporting Form Policy

Page 3

Bureau of Indian Education

CRITICAL INCIDENT AND DEATH REPORTING FORM

The purpose of this form is to report a critical incident or death occurring at a school. This form is to be completed immediately and faxed to the BIE Director at 505-563-5231, BIE Chief of Staff at 202-208-3312, the DOI Law Enforcement and Security Watch Office at 202-208-3421 and the Education Line Officer.

School Name _____ Date: _____

Student Name: _____ Age: _____ Grade _____

Tribe: _____

Location of Incident: ___ school ___ dormitory ___ other (specify _____)

Description of Incident -- What happened? Who was involved? (attach additional sheets as needed)

Indicate persons who were notified of the incident (if applicable)

___ Parent/Guardian _____ Date/time _____
___ Law Enforcement _____ Date/time _____
___ Hospital/EMT _____ Date/time _____
___ Education Line Officer _____ Date/time _____

Certification:

I certify that the information contained in this report is true and correct to the best of my knowledge.

Signature

Date

Telephone number