

# INDIAN AFFAIRS DIRECTIVES TRANSMITTAL SHEET

(modified DI-416)

DOCUMENT IDENTIFICATION NUMBER 30 IAM 4	SUBJECT Critical Incident and Death Reporting Form Policy	RELEASE NUMBER #10-08
FOR FURTHER INFORMATION Bureau of Indian Education		DATE MAY 24 2010

**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 and 30 IAM 4, Critical Incident and Death Reporting Form Policy, dated 10/30/08.

*for*   
Bart Stevens  
(Acting) Director, Bureau of Indian Education

---

**FILING INSTRUCTIONS:**

Remove: 30 IAM 4, 10/30/08

Insert: 30 IAM 4

# INDIAN AFFAIRS MANUAL

Part 30  
Chapter 4

Education (Management)  
Critical Incident and Death Reporting Form Policy

Page 1

**1.1 Purpose.** This critical incident and death reporting policy is for use during and after any critical incident or death.

***Critical Incident and Death*** is defined as: Any incident in a Bureau-operated school or dormitory where a student requires immediate medical attention because of a life threatening injury which could result in or does result in death. This includes suicidal ideation, attempted suicide, or suicide completion.

**1.2 Scope.** This policy applies to Bureau operated schools. Tribally controlled schools are encouraged to adopt a Critical Incident and Death Reporting Form and Policy.

**1.3 Policy.** Immediately after a critical incident or death is discovered, the principal, or the principal's designee, will complete and fax the Critical Incident and Death Reporting Form to the BIE Director, BIE Deputy Director for School Operations, BIE Chief of Staff, the Program Specialist (SCAN), and the appropriate 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 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. Shield students and staff from media questioning.
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 Authority.** Public Law 95-561, Education Amendments of 1978, Title XI, Sections 1120 and 1126(a), as amended by Public Law 107-110 the No Child Left Behind Act of 2001, Title X, Section 1042, Jan. 8, 2002, 115 Stat. 2007 and 2026

## **1.5 Responsibilities.**

- A. Director, Bureau of Indian Education (BIE)** is responsible for final approval of BIE policy, consistent with the delegated authority identified in 230 DM 1, and submission of final policy to Deputy Director, BIE.
- B. Deputy Director for School Operations, BIE** is responsible for the annual review of the policy for overall improvement of school environments. The

# INDIAN AFFAIRS MANUAL

---

Part 30

Education (Management)

Chapter 4

Critical Incident and Death Reporting Form Policy

Page 2

---

Deputy Director, BIE is also responsible for monitoring the Education Line Offices.

- C. **Education Line Officers** are responsible for ensuring the policy is in place at the schools.
- D. **School Principals** are responsible for adherence to the policy.

Release # 10-08

Replaces 30 IAM 4, 10/30/08

INDIAN AFFAIRS MANUAL

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, or his/her designee, at 202-208-3312; the Deputy Director for School Operations, or his/her designee, at 505-563-5345; the Chief of Staff at 202-208-3312; the Program Specialist (SCAN), 505-563-5292; and the respective 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 that 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 \_\_\_\_\_