



DEPARTMENT OF DEFENSE  
DEPENDENTS SCHOOLS  
OFFICE OF THE DEPUTY DIRECTOR, EUROPE  
CMR 443  
APO AE 09096

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MEMORANDUM FOR DISTRICT SUPERINTENDENTS, EUROPE

SUBJECT: Reporting Accidents, Incidents and Injuries

DoDDS is a highly visible component of the United States military community in Europe. We are entrusted with educating the community's children and our customer has high expectations for our performance.

A critical responsibility accompanying our fundamental mission is the safety and security of the community's children when they are in our charge. Meeting that responsibility involves a number of tasks and reporting of accidents, incidents and injuries is one of the most important.

Prompt, accurate, and complete reporting ensures that my office can inform or respond to inquiry from senior military leaders, our higher headquarters, and the DoD establishment and the news media; that my office has the information needed for oversight of student safety and security; and that we comply with the information requirements of DoDEA, DoD, and other federal agencies.

District Superintendents will ensure that accidents, incidents, and injuries are reported in accordance with the *Administrator's Guide* and the *School Bus Office Operations Manual*. The *Guide* refers to DoDEA Regulation 4800.1 (*Safety Program*) and the requirement for reporting by DS Form 4801 of accidents and injuries occurring in all sectors of school operations. The *Guide* also requires a separate Serious Incident Report (DS Form 4705) when an event falls within criteria defined in DoDEA Regulation 4700.2 (*Internal Physical Security*). The *Manual*, in turn, covers other separate reporting of transportation-related accidents and incidents. Although there may be an appearance of duplication or overlap, the reports vary in focus, type, and detail of information required. All three are necessary because each responds to discrete management and/or program needs.

One practical step that can facilitate the reporting process is to divide the labor according to its sector of origin. This division also has the advantage of ensuring that all reporting is prepared by those most knowledgeable of the event, thus giving it greater accuracy, continuity, and efficiency. It is recommended that District Superintendents consider assigning reporting responsibility as follows:

- When an accident or incident occurs in the transportation sector, transportation personnel (school bus office/transportation supervisor) take the

lead for preparation and submission of all reporting required by both the *Guide* and the *Manual*. For example, if a Serious Incident Report is required, transportation personnel complete a DS Form 4705 and refer/coordinate it for release by the Principal. Similarly, transportation personnel also complete a DS Form 4801 (Accident/Injury Report) and refer/coordinate it for release by the School Nurse (or other designated school official).

- Conversely, when an accident or incident occurs in the *school* sector and is non-transportation related, *school* personnel take the lead for preparation and submission of all reporting.

District Superintendents will also ensure that copies of all reports are furnished without delay to the DoDDS-Europe staff. Distribution of DS Forms 4801 and 4705 should always include the Safety and Security Office. When the accident or incident is in the student transportation sector, the Transportation Division also receives copies of DS Forms 4801 and 4705, as well as reporting required by the *Manual*. Those two staff elements are respectively responsible for keeping my office apprised of accidents, incidents, and injuries and advised concerning their impact and significance. They are also equally responsible for theater-wide tracking, analysis, reporting, and record keeping. Their assessments and evaluations, including trend analysis, alerts, and lessons-learned studies, directly support my office's oversight role.



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