



LAREDO INDEPENDENT SCHOOL DISTRICT
900 E. Lyon St. Laredo, Texas 78040 • Ph. 956-273-1141
Plant Facilities and Support Services
Safety/Crisis Management

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Nelson**
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Schools*

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To: All Principals

From: Victor G. Mora, CSHO, Safety/Crisis Management Officer

Thru: Angel Velazquez, Executive Director for Plant Facilities and Support Services

Re: District Incident Report Procedures

Date: 8/12/2014

Please ensure that any time there is a crisis type event or any situation requiring emergency responders such as police, ambulance or any other event that is or could have been dangerous, please fill out the District Incident Report:

1. Go to the LISD – Emergency Readiness/Crisis Management/Safety webpage
2. Click on yellow District Incident Report button located on the left side
3. Input your workflow user name and password
4. Type in your incident data using the drop down menus
5. When finished, press the SUBMIT button at bottom of page
6. Once the SUBMIT button is pressed, it will automatically be sent to the Incident Report Administrator Group that includes Superintendent and key personnel.
7. You will receive an email within a few seconds with your report. Save for your documentation.

IMPORTANT: Please remember that this is confidential data and should only be submitted by an administrator.

If you have any questions regarding this process, please contact Victor Mora. If you have any questions regarding technology, contact Jessica Ostos at IT.