

CRITICAL INCIDENT REPORTING POLICY

A critical incident is any actual or alleged event or situation that creates a risk of harm to the physical or mental health, safety, or well being of a NAME OF ORGANIZATION member or other young person known to NAME OF ORGANIZATION.

Critical incidents include gaining knowledge a young person has experienced: (See Attachment A for definitions)

- Abuse
- Neglect
- Exploitation
- Suicide attempt

Critical incidents also include the following occurrences during a NAME OF ORGANIZATION-sponsored activity:

- Serious injury
- Missing Person
- Death
- Medical Emergency
- Law Enforcement Contact
- Threats of violence toward staff or another Council member

An occurrence of a critical incident should adhere to established Reporting Protocol and be followed by the completion of an Incident Report form within 24 hours of the incident. (See Attachment C)

Reporting Protocol:

1. The person(s) witnessing or gaining knowledge of the incident will immediately inform their direct supervisor and thoroughly complete the Incident Report form.
2. The person(s) completing the report will keep an electronic or paper copy for their records.
3. The person(s) completing the report will provide their direct supervisor with the original copy of the completed Incident Report.
4. The supervisor will keep an electronic (scanned) copy of the original form and will keep the original paper form in a file.
5. The involved staff member(s) and their supervisor will create a plan for follow up (timeline, person responsible) and will document this on the form.
6. Follow up activities will be documented in the files.

Mandatory Reporting of Child Abuse and Neglect: (See attachment B)

In Nebraska, any person who has reasonable cause to believe that a child has been subjected to abuse or neglect must report this knowledge to the Adult and Child Abuse & Neglect Hotline.

Adult and Child Abuse and Neglect Hotline: 800.652.1999

See Attachment A: Definitions;

See Attachment B: Nebraska Mandatory Reporting Statute

See Attachment C: Incident Report Form