


<p>CRITICAL INCIDENT REPORT POLICY</p> 	<p>POLICY NO.:</p> <p>DATE: October, 2020</p>
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I. PURPOSE

1. To provide necessary, timely interventions for staff, volunteers, or other persons involved in accidents, injuries, property damage and other incidents.
2. To establish and facilitate systematic, timely, accurate, and complete documentation of such occurrences.
3. To establish a consistent protocol of documenting and submitting to The Family Tree management incidents concerning staff, volunteers and other persons or property of The Family Tree, so that management can provide appropriate oversight of operations.

II. DEFINITIONS

An incident is an event or occurrence, which is inconsistent with the routine operation at The Family Tree and has the potential to be harmful to staff, volunteers, or other persons or property or result in litigation. If such an incident does occur, an incident report must be completed and forwarded by any employee who performs, discovers, witnesses or becomes aware of circumstances indicative of such an event.

Types of incidents that shall be reported include, but shall not be limited to: accidents, injuries, property damage, fires and theft.

III. PROCEDURE

1. In the case of an incident,

The staff member shall:

- a) Call 911 first when any event occurs that requires emergency medical attention.
- b) Report the incident immediately to their immediate supervisor or manager.
- c) Complete the Incident Report Form checking off as many items under *Reason(s) for Incident Report* surrounding the incident and provide their own narrative under *Explanation of Incident and Staff Response*.
- d) Sign and date the report.
- e) Give the incident report to their immediate supervisor or manager within 24 hours.

The supervisor shall

- a) Write the results of his/her investigation under *“Follow-Up Taken.”*
- b) Sign and date the report.
- c) Give the incident report and copies of all relevant corresponding documentation to the Director, Programs or the Executive Director within 24 hours.

The Director, Programs or the Executive Director shall

- a) Send a copy of the report and all relevant copies to the Manager, Operations/Human Resources for review and evaluation. The Manager, Operations/Human Resources will refer incident reports that require further action to the appropriate Director or team.

Copies of all completed incident reports shall be stored in the office of the Executive Director.



The Family Tree

Raising families up.

Critical Incident Report

PURPOSE: *It is important that the Executive Director and staff be informed continuously of any and all critical incidents so that there may be adequate representation of the agency with parents, workers, and various local agencies (i.e. police department). Critical incidents include accidents, injuries, property damage and break-ins.*

Name:	Date and Time of Incident:
Staff Involved:	Location:
Supervisor Notified:	
Witnesses (if any):	Signatures:

Reason(s) for Critical Incident Report (please check):

- | | |
|---|--|
| <input type="checkbox"/> Accident | <input type="checkbox"/> Property Damage |
| <input type="checkbox"/> Injury to Self | <input type="checkbox"/> Break-Ins |
| <input type="checkbox"/> Injury to Others | <input type="checkbox"/> Possession/Use of Alcohol or Narcotic |
| <input type="checkbox"/> Physical Assault/Fighting | <input type="checkbox"/> Possession/Use of a Weapon |
| <input type="checkbox"/> Possession of Stolen Property/Stealing | <input type="checkbox"/> Other (please explain) |
| | <input type="checkbox"/> F.Y.I. (For your information) |

Explanation of Incident:

Staff Response:

Follow-Up Taken (Supervisor fills out):

Copies: Executive Director, Director of Programs, Human Resources, Finance/Technology, Employee's Supervisor

Staff Signature & Date: _____