# **Early Care and Education Training and Consulting**

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# **Handling Significant Events**

# Basic Criteria for Handling Events

- The welfare and safety of the children and staff are the primary concern
- Events are handled with professionalism and compassion for those involved, with the goal being to restore a calm environment
- The appropriate regulatory agencies and parties are informed as soon as possible

#### Working with Investigative or Law Enforcement Agencies

- Answer questions that are asked; don't guess if you do not know the answer
- Allow the investigator to ask questions and conduct the investigation; do not volunteer information
- If staff members are questioned, the Director should sit in on the interview; the staff member can, and should, request for a member of management to be present

## **Abuse Allegations**

Physical or sexual allegations when accused is:

- Employee
- Third Party

# **Accident and Injuries**

Serious incidents involving emergency medical treatment

- Student accident
- Vehicle accident
- Work related accident or injury
- Property damage

#### <u>ADA</u>

- Employee or applicant issues
- Inquiries to enroll a child with a disability or special need
- Issues involving currently enrolled children
- Decision to de-enroll an ADA child/special needs child

# Bomb Threats, Evacuations, Acts of Violence

In the vicinity of the center or crimes in the area

## **Child Interactions**

Child on child explorative play

## **Child Security Issues**

- 1. Missing child
  - From center
  - From grade school
  - Parental abductions
- 2. Releasing children
  - child left at center/site beyond hours
  - to authorized persons
- 3. Child left on van
- 4. Child left unattended

#### Death

Of any child or other party while at center

#### **Health Related Concerns**

- Hepatitis A or Hepatitis B
- HIV/AIDS inquiry or issue
- Bacterial Meningitis
- SARS
- Administering wrong medications or overdose
- Accidental poisoning

# **Media Issues**

- Media calls center or comes to site
- Employee or parents threatens to call the media

#### **Natural Disasters**

- Earthquake
- Flood
- Hurricane
- Tornado
- Fire

# **Serious Licensing Issues**

Threat, concern, or actual impairment of license, such as probation, suspension, provisional, or revocation