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| <b>Division of Children and Family Services<br/>Protection and Safety Procedure Update #3-2014</b> |   |
| Regarding:   | Critical Incident Reporting   |
| Rescinds:  | #4-2007,<br>#1-08 – Critical Incident Reporting,<br>#13-2011- Critical Incident Reports                             |
| Date Effective:  | March 4, 2014   |
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| Issued by:   | Thomas D. Pristow   |

**Philosophy:**

This procedure is being implemented in an effort to ensure effective communication of critical incidents with all individuals with an immediate need to know.

**Procedure:**

Children and Family Service Specialists (CFS) will immediately report by phone and e-mail Critical Incidents involving children and their families to their supervisors, but no later than one hour after learning of the incident utilizing the Critical Incident Reporting form. The supervisor will immediately report via e-mail to **all** of the following individuals:

1. DHHS Chief Executive Officer (CEO)
2. Service Area Administrator
3. CFS Administrator
4. CFS Director
5. CFS Deputy Director's
6. Policy Section Chief
7. OJS Administrator
8. Legal Services Chief Administrator
9. Communications and Legislative Services Administrator
10. Inspector General

The term Critical Incident includes, but is not limited to:

1. Death of a child resulting from abuse or neglect, where abuse or neglect is a possible cause or contributing factor of child death, or in any case of unexpected child death where there is not a clearly identified medical cause such as an illness, a trauma event such as a motor vehicle accident, or something similar;
2. Near fatality, life threatening condition or serious injury of a child resulting from abuse or neglect;
3. Suicide or attempted suicide of a state ward or a child with whom DHHS is involved;
4. Elopement of a youth from a state run facility;
5. Law Enforcement: Legal allegations or arrests of DHHS youth for serious illegal/criminal activity (i.e. homicide, manslaughter; near fatality of another person, sexual assault, 1<sup>st</sup> or 2<sup>nd</sup> degree assault, aggravated or armed robbery; etc.);
6. High Profile: Any other event that is highly concerning, poses potential liability, or is of emerging public interest, such as contacts involving the media; and
7. Any other incident designated by the Director

This listing is not exhaustive and is meant to be used as a minimum guide. There may be situations other than the ones listed above that should be communicated with administration. If there is any question about an incident and whether or not it should be reported, please consult with a supervisor or local Protection and Safety Administrator.

Communications and Legislative Services staff are the primary contact with news media regarding **any** Critical Incident. Any news media inquiry about a Critical Incident should be immediately referred to the Communications and Legislative Services Division of DHHS.

**References:**

Critical Incident Reporting Form: <http://public-dhhs.ne.gov/Forms/DisplayPDF.aspx?item=3007>