



UNUSUAL INCIDENT-FACILITY CLOSURE REPORT

This report is required for any unusual incident or event that requires the closure of all, or part of the facility. This includes incidents that would cause health or safety issues to children if the facility were to remain open. (Flooding, major roof leaks, power outages affecting utilities such as A/C, heat, or water, for example.) School Readiness Providers and Voluntary Pre-Kindergarten (VPK) Providers are required to report unusual incidents to the Coalition no later than the close of business on the next business day of the unusual incident. A written report is required within three (3) business days from the date of the incident. *Failure to report such incidents could result in unpaid days.*

Today's Date	Date of accident/incident	Time of accident/incident
		am pm

Provider/Center name:
Phone:
Address:
Completed by:
Title:
Type of Facility: <input type="checkbox"/> FCCH <input type="checkbox"/> LFCCH <input type="checkbox"/> Center <input type="checkbox"/> School-Age Program

First and last names of participants involved/witnessed in the Incident	Age	Sex	Teacher/Child/Parent
		<input type="checkbox"/> M <input type="checkbox"/> F	
		<input type="checkbox"/> M <input type="checkbox"/> F	
		<input type="checkbox"/> M <input type="checkbox"/> F	
		<input type="checkbox"/> M <input type="checkbox"/> F	
		<input type="checkbox"/> M <input type="checkbox"/> F	

Describe the accident or incident in detail using complete sentences: (if needed use additional paper)

[Empty text area for describing the accident or incident]

Were there any injuries related to the incident? If YES, describe the treatment and outcome:	<input type="checkbox"/> YES <input type="checkbox"/> NO

Was the incident handled appropriately? If NO, explain how the incident could be handled more appropriately:	<input type="checkbox"/> YES <input type="checkbox"/> NO

Was Pinellas County Child Care Licensing notified? If YES, enter the Licensing Specialist's name:	<input type="checkbox"/> YES <input type="checkbox"/> NO
--	--

Please include any documentation available supporting this incident. This could include time-stamped photos, work orders, repair bills, etc.

If you have any questions, please contact your Program Support Specialist.

Please upload to your Provider Portal Document Library Unusual Incidents Folder and email a copy with supporting documents to the Early Learning Coalition at:
ELC_NOTIFICATION@elcpinellas.org