

## Plan for Reporting and Managing any Incident or Unusual Occurrence

Report all incidents or unusual occurrence to the Child Care Licensing office.

If the following types of incident or occurrence threatens the health, safety or welfare of the children, staff or volunteers, I would:

Lost or missing child: \_\_\_\_\_

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Suspected maltreatment of a child: \_\_\_\_\_

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Injury or illness requiring hospitalization or emergency treatment: \_\_\_\_\_

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Death of a child or staff member: \_\_\_\_\_

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Presence of a threatening individual: \_\_\_\_\_

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