



Charles County Department of Emergency Services STANDARD OPERATING PROCEDURES

Section 400 - Emergency Operations

General Emergency Operations - 401.00		
S.O.P. # 401.16	Handle With Care	PAGE: 1 OF 2
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401.16.01 Purpose

This SOP provides procedures and policies for personnel to follow when sending out a “Handle with Care” notice.

A national survey of the incidence and prevalence of children’s exposure to violence and trauma shows that 60% of American children have been exposed to violence, crime or abuse and 40% are direct victims of two or more violent acts. In February of 2018, Governor Hogan announced a statewide implementation of the Handle with Care Program in hopes addressing adverse childhood experiences to prevent future victimization or criminality.

The goal behind this program is to:

1. Mitigate negative effects experienced by children’s exposure to trauma,
2. And to increase knowledge and awareness of the issue.

401.16.02 Cited References

1. Handle with Care Maryland - <http://governor.maryland.gov/governors-office-of-crime-control-prevention-hosts-handle-with-care-training-to-support-children-after-trauma/>
2. Handle with Care West Virginia - <http://www.handlewithcarewv.org/handle-with-care.php>

401.16.03 Definitions

Adverse Childhood Experience (ACE) - For the purpose of this SOP, an adverse childhood experience is defined as a stressful or traumatic event that can correlate with the development of a wide range physical and mental health conditions. ACEs include, but are not limited to:

- Physical abuse;
- Sexual abuse;
- Emotional abuse;
- Physical neglect;
- Emotional neglect;
- Intimate partner violence;
- Substance abuse within household;
- Household mental illness;
- parental separation (divorce);
- Incarcerated household member;
- Severely sick family members.



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Charles County Public Schools (CCPS) - The executive organization for the public education system of Charles County.

401.16.04 Policy

1. If personnel encounter a child and/or child during a call for service, that child's name, age, address and three (3) words, "Handle with Care", are sent to the school before the start of the next school day using the *Handle With Care Notification Form*. The school will implement individual, class and whole school trauma-sensitive curricula so that traumatized children are "Handled with Care". If more intervention is needed for the child, on-site trauma-focused mental healthcare will be available at the school.
2. If the child's/children's name and/or age cannot be obtained, an address, number of school aged children present and the three (3) words, "Handle with Care" will be sufficient.
3. Qualifying call/incident types may include but are not limited to the following:
 - a. Cardiac Arrest/Subject Not Breathing,
 - b. Overdose;
 - c. MVC of traumatic nature;
 - d. Working Structure Fire;
 - e. Shooting;
 - f. Stabbing;
 - g. Assault;
 - h. Abuse/Neglect;
 - i. Tactical EMS events.
4. When in doubt, provider judgement in the best interest of the child is paramount.
5. Information that is considered HIPAA sensitive shall not be passed to the school.

401.16.05 Procedure

1. Personnel should identify if any school aged children are present at the scene of a qualifying event.
2. If children are present, personnel should record the name, age, address of the child/children on the *Handle With Care Notification Form*.
3. The completed *Handle With Care Notification Form* or at minimum, the information should be conveyed to the Medical Duty Officer (MDO).
4. The MDO should send the completed form to: hwc@ccboe.com
5. In order to best serve the child/children, information is requested to be received by Charles County Public Schools before the beginning of the next school day if possible.



Handle With Care Notification Form



To: Mr. Jason Stoddard & Mrs. Kathy Keissling

From: Charles County Department of Emergency Services

Incident Date: _____

Incident Location: _____

The child referenced below was on the scene of an emergency incident in the last 24 hours and could exhibit academic, emotional and/or behavioral problems as a result of exposure to a traumatic event. Please handle him/her with care. For more information go to www.handlewithcaremd.org

Childs Name: _____ Age: _____

Please email this form to: hwc@ccboe.com

Handle With Care