

## **5.5 MANAGEMENT AND REPORTING OF SIGNIFICANT INCIDENTS**

### **PURPOSE**

- P1. To ensure proper and effective management of serious incidents involving program participants, staff, or facilities.

### **REQUIREMENTS**

#### R1. Reportable Events

Centers and OA/CTS contractors shall report the following types of significant incidents to the national and regional offices:

- a. Sexual assault/misconduct/battery
- b. Other assault
- c. Homicide
- d. Death
- e. Serious drug related incident
- f. Serious property related incident
- g. Serious medical incident
- h. Attempted suicide
- i. Protection, extortion, usury
- j. Gang related incident
- k. Possession of a gun or weapon
- l. Arrest
- m. Other incidents

#### R2. Reporting Time Frames

Centers and OA/CTS Contractors shall:

- a. Report significant incidents within 24 hours of the center being made aware of the incident (6 hours in the case of student or a reportable staff death). In cases of student death, notify the Office of Worker's Compensation Program (OWCP) immediately, and the Office of the Assistant Secretary for Administration and Management (OASAM) within 6 hours.
- b. In cases of a critical incident (student death, substantial property damage, elected official inquiries), notify the regional and national offices immediately.

### R3. Reporting Format

Centers and OA/CTS contractors shall report significant incidents in accordance with the appropriate form (see the Forms Handbook).

### R4. Management

Center and OA/CTS contractor management shall:

- a. Investigate each significant incident.
- b. Initiate appropriate action to resolve the incident.
- c. Identify and implement appropriate procedures to prevent recurrence, to the maximum extent possible.

### **QUALITY INDICATOR(S)**

- Q1. Center management resolves incidents in a manner that reduces negative impact on students, the community, and the program.
- Q2. Corrective action is taken to reduce or prevent recurrence.