

POLICY 1.30 – REPORTING SERIOUS AND EMERGENT INCIDENTS

Policy Committee Chair

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Approved



John Clayton, Assistant Secretary
Juvenile Rehabilitation
1/7/2014

Authorizing Sources¹

RCW 9.61.160
RCW 9.94.010
RCW 9.94.030
RCW 9A.76.110
RCW 9A.76.120
DCYF AP 3.01²
DCYF AP 7.02

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Effective Date (Technical Edit 4/7/2023)³
1/21/2014

Sunset Review Date
5/1/2021

I. PURPOSE AND SCOPE

This policy establishes requirements for reporting serious and emergent (critical) incidents, and a method of providing Juvenile Rehabilitation (JR) administrators, DCYF administrators and the media with timely, factual information on such incidents.

All staff, contractors, volunteers, and interns working in or for Juvenile Rehabilitation (JR) are responsible for reviewing and complying with JR policies.

II. POLICY³

1. Serious and emergent (critical) incidents must be reported⁴.

- 1.1. Staff members must report serious and emergent incidents immediately to the Superintendent/Regional Administrator or designee.
- 1.2. The Superintendent, Regional Administrator or designee must verbally or electronically report serious and emergent incidents to the EMT Duty Officer within one hour of having knowledge of the incident(s).

¹ 1/17/2023 Technical Edit: Added RCWs.

² 4/7/2023 Technical Edit: Updated broken hyperlink to DCYF AP 3.01.

³ 4/7/2023 Technical Edit: Updated links to JR policies due to SharePoint migration.

⁴ 1/17/2023 Technical Edit: Changed JR Division Director to EMT Duty Officer following JR reorganization.

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- 1.3. The Superintendent, Regional Administrator or designee must submit an Administrative Report of Incidents (ARI) on the day of the incident or on the next working day if the incident happened after business hours.
- 1.4. The EMT Duty Officer must follow the **EMT Duty Officer Protocol for Critical Incidents**.
- 2. The JR Assistant Secretary or designee will coordinate with DCYF Office of Communications to disseminate information about the incident to the general public in accordance with DCYF AP 3.01, *Media Relations*⁵.**
- 3. The JR Assistant Secretary or designee will report the incident, at the earliest reasonable opportunity, to the Office of the Secretary, the Director of Communications, or others as requested, and in accordance with DCYF AP 7.02, *Critical Incident Reporting*.**
- 4. Sexual assaults or physical assaults, neglect, abuse or exploitation of youth must be reported in accordance with Policy 5.91, *Reporting Abuse and Neglect of JR Youth* and Policy 5.90, *Applying PREA Juvenile Standards in JR*.**
- 5. The death of a youth must be reported in accordance with Policy 1.31, *Responding to the Death of a JR Youth*.**
- 6. Escape or apprehension of youth must be reported in accordance with Policy 5.30, *Handing Youth Escapes or Unauthorized Absences*.**
- 7. Suicide attempts by youth must be reported in accordance with Policy 3.30, *Assessing and Treating Youth Suicide and Self-Harm Risk*.**
- 8. Natural disasters must be handled in accordance with local emergency preparedness plans as directed by Policy 1.50, *Ensuring JR Emergency Preparedness*.**

⁵ 4/7/2023 Technical Edit: Updated broken hyperlink to DCYF AP 3.01.

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III. DEFINITIONS

Serious and Emergent (Critical) Incidents⁶: significant matters known to JR which include but are not limited to:

- I. A major incident:
 - a. Death of a JR youth in residence or on parole;
 - b. Death of a JR staff, contractor, volunteer or visitor while on duty or site;
 - c. Escape (RCW 9A.76.110 or 9A.76.120);
 - d. Riot (RCW 9.94.010) or Hostage (RCW 9.94.030);
 - e. Bomb threat (RCW 9.61.160);
 - f. Law enforcement assistance at facility;
 - g. Serious injury, physical or sexual assault of a JR youth, staff, or visitor on facility grounds or during transport of youth;
 - h. Suicide attempt resulting in serious injury requiring treatment by a physician;
- II. An unplanned incident where youth is transported to the hospital;
- III. An allegation of employee criminal activity;
- IV. A natural disaster presenting a substantial threat to JR youth safety or programs; or
- V. Other incidents involving JR staff, current youth and their families, or contractors which create (or would reasonable be expected to create) attention adverse to the interest or reputation of DCYF, JR, the Governor’s Office, or media attention.

Serious Injury: Any injury that results from an incident that requires professional medical attention beyond diagnostic and/or emergency room care.

IV. PROTOCOLS

Critical Incident Review Team Referral⁷

EMT Duty Officer Protocol for Critical Incidents⁸

V. RELATED JR POLICIES ⁹

Policy 1.31 – Responding to the Death of a JR Youth	Policy 5.30 – Handing Youth Escapes or Unauthorized Absences
Policy 1.50 – Ensuring JR Emergency Preparedness	Policy 5.90 – Applying PREA Juvenile Standards in JR
Policy 3.30 – Assessing and Treating Youth Suicide and Self-Harm Risk	Policy 5.91 – Reporting Abuse and Neglect of JR Youth

⁶ 1/17/2023 Technical Edit: Updated and reorganized the definition (including added RCWs references).

⁷ 2/23/2024 Technical Edit: Added link to CIRT Referral procedure.

⁸ 1/17/2023 Technical Edit: Added reference to protocol.

⁹ 4/7/2023 Technical Edit: Updated links to JR policies due to SharePoint migration.