

July 16, 2007

DIRECTIVE:	JOB CORPS PROGRAM INSTRUCTION NO. 07-01
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TO: ALL JOB CORPS NATIONAL OFFICE STAFF
ALL JOB CORPS REGIONAL OFFICE STAFF
ALL JOB CORPS CENTER DIRECTORS
ALL JOB CORPS CENTER OPERATORS
ALL NATIONAL TRAINING AND SUPPORT CONTRACTORS
ALL OUTREACH, ADMISSIONS, AND CTS CONTRACTORS

FROM: ESTHER R. JOHNSON, Ed.D.
National Director
Office of Job Corps

SUBJECT: Significant Incident Reporting System Incident Codes Update

1. Purpose. To provide information on modifications to the Significant Incident Reporting System (SIRS) incident codes.
2. Background. The National Office of Job Corps recently met with a SIRS technical review team to examine serious incidents within the Job Corps community and discuss what enhancements could be made to the system to better capture data regarding such incidents and events. After a review of the current SIRS incident codes, it was recommended that modifications be made to better classify serious incidents involving breaches of security/safety, hazmat/safety issues, and motor vehicle accidents. Other minor modifications were made as well.

The following SIRS incident code changes are effective immediately:

- a. New Secondary Incident Code *Bullying* has been added to the Primary Incident Code *Assault*.
- b. New Primary Incident Code *Breach of Security/Safety* has been added, along with its new Secondary Incident Codes: *Arson, Bomb Threat, Gang-Related, Possession of Gun, Possession of Illegal Weapon, Unauthorized Access, and Verbal Threat*. This code applies to any incident threatening the security and safety of center students, staff, and property that may result in injury, illness, fatality, and/or property damage.

- c. New Tertiary Incident Code *Self-Inflicted* has been added under Secondary Incident Code *Injury*, which is under Primary Incident Code *Medical*.
- d. Under Primary Incident Code *Medical Incident*, Secondary Incident Code *Horse Playing* has been moved to Tertiary Incident Code status under *Injury*.
- e. Primary Incident Code *Miscellaneous* has been eliminated.
- f. New Primary Incident Code *Motor Vehicle Accident* has been added, along with its new Secondary Incident Codes: *Medical Incident* and *Property Incident (No Injuries)*. This code applies to any incident by students or staff that involves a motor vehicle accident. Under the Secondary Incident Code menu, motor vehicle accidents with injuries should be coded as *Medical Incidents*. Motor vehicle accidents without injuries should be coded as *Property Incidents (No Injuries)*.
- g. New Primary Incident Code *Safety/Hazmat* has been added, along with its new Secondary Incident Code *Chemical* and Tertiary Incident Codes *Toxic* and *Nontoxic*. This code applies to incidents involving hazardous materials/chemicals in any solid, liquid, or gas form that can cause harm to humans, plants, animals, property, and/or the environment. A hazardous material can be radiological, explosive, toxic, corrosive, biohazard, an oxidizer, or an asphyxiant, or can have other characteristics that render it hazardous in specific circumstances. Toxic materials may include mercury, gasoline, asbestos, lead, used syringe, and blood. Nontoxic materials may include water and oxygen (can become hazardous under specific circumstances).
- h. The following new Tertiary Incident Codes have been added under the Secondary Incident Code *Suicide Threat* (which is under Primary Incident Code *Suicide Attempt or Threat*): *Cutting/Piercing, Drowning, Drug/Medicine Overdose, Fire/Burn, Jumping, Poisoning, Shooting, Stepping in Path of Auto/Train, Suffocation/Hanging, No Method Identified, and Other*.

See Attachment A for a complete list of SIRS incident codes, and Attachment B for serious incident definitions. Updated SIRS training materials are on the Job Corps Health & Wellness Web site (<http://jchealth.jobcorps.gov>).

- 3. Action. Addressees are to ensure that this Program Instruction is distributed to all appropriate staff, including those who have SIRS reporting responsibilities.
- 4. Expiration Date. Until superseded.

5. Inquiries. Inquiries should be directed to Carol Abnathy at (202) 693-3283 or abnathy.carol@dol.gov.

Attachments

A – SIR Incident Coding Scheme

B – Job Corps Significant Incident Reporting System Definitions: Serious Incidents