

ATTACHMENT A

Alert Notice Protocol for Serious Incidents Involving FY 2009-2010 WIA Title I Summer/ARRA Youth Participants

Incident Prevention: As a preventive measure, in developing and monitoring summer youth employment opportunities, local staff should identify and discuss with site supervisor the potential for occurrence of serious incidents *and* the specific mechanisms that are in place to protect the safety and well being of WIA/ARRA Summer Youth.

Description of the Alert Notice

Should a serious incident occur, to ensure proper and effective documentation of the incident local areas should complete the Alert Notice form included in Attachment B. The notices provide for a brief description of the following:

- Local Program Representative with Contact Information;
- Discussion of Incident;
- Indicate whether media coverage was involved;
- Discussion of action taken to address problem;
- Identification of youth participant(s) involved in incident;
- Discussion of any medical assistance, law enforcement or other intervention required;
- Indication of any staff involvement in the incident; and
- Action taken to address problem and any follow-up activity, if necessary.

Timelines and Submissions of the Alert Notices:

The signed, original Alert Notice will be retained by the local area for a period of not less than three years. A copy of the Alert Notice is to be submitted, according to the timelines described below to:

Ed Bartkiewicz
Division of Career Services
19 Staniford Street, First Floor
Boston, MA 02114
ebartkiewicz@detma.org

Timelines:

- Alert Notices of serious incidents must be forwarded to The Department of Workforce Development within two (2) calendar days of the incident.
- In cases involving a death, the Alert Notice must be submitted immediately.
- If available, information regarding any media coverage must be attached to the Alert Notice.