agency for persons with disabilities

State of Florida

INCIDENT REPORTING PROTOCOL

AREA OFFICE 12

A. Incident Reporting Contact Information:

1. Verbal reports of critical incidents during normal business hours will be made to:

Area Administrator:	Name:	Edwin De Bardeleben
	Work Phone #:	(386) 238-4607
	Email Address:	Edwin_DeBardeleben@apd.state.fl.us
	Fax Number:	(386) 238-4753
Or to		
	Name:	Dylan Gale
	Work Phone #:	(386) 238-4607
	Email Address:	Dylan_Gale@apd.state.fl.us
	Fax Number:	(386) 238-4753

2. After-hours, critical incidents will be reported verbally to:

After Hours Designee: (On-Call Rotation)	Name:	Dylan Gale Shelia Mott Leslie Richards
	After Hours Phone #:	**(386) 871-0772**
Area Administrator:	Name:	Edwin De Bardeleben
	After Hours Phone #:	(386) 871-2354

3. Completed Incident Reporting Forms (Appendix 1) will be sent to:

   Incident Reporting Liaison:

   Name: Diveka Anderson
   Work Phone #: (386) 226-0223
   Email Address: Diveka_Anderson@apd.state.fl.us
   Fax Number: (386) 238-4753

Date Protocol Provided: September 3, 2008