



agency for persons with disabilities  
State of Florida

INCIDENT REPORTING PROTOCOL

Charlie Crist,  
Governor

AREA OFFICE 12

.. A. Incident Reporting Contact Information:

Jim DeBeaugrine,  
Director

- 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](mailto: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](mailto:Dylan_Gale@apd.state.fl.us)  
Fax Number: (386) 238-4753

- 2. After-hours, **critical incidents** (per APD Operating Procedure 10-002) will be reported verbally to:

After Hours Designee: Name: Dylan Gale  
(On-Call Rotation) Leslie Richards  
Edwin De Bardeleben

**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 via Zixmail to:

Incident Reporting Liaison:

Name: Shirley Bostick  
Work Phone #: (386) 947-4026  
Email Address: [Shirley\\_Bostick@apd.state.fl.us](mailto:Shirley_Bostick@apd.state.fl.us)

Cc: [Dylan\\_Gale@apd.state.fl.us](mailto:Dylan_Gale@apd.state.fl.us)

DO NOT FAX – ZIXMAIL ELECTRONIC (TYPED) REPORTS ONLY

Date Protocol Provided: September 24, 2009