

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:

Incident Reporting Liaison

Name: **Diveka Anderson**
Work Phone # **(386) 226-0223**
E-Mail Address diveka_anderson@apd.state.fl.us
FAX **(386)238-4753**

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

Area Administrator: **Edwin De Bardeleben**
Names: **Dylan Gale, Leslie Richards, or Sheila Mott**
After Hours Phone # **(386) 871-0772**

B. Additional Procedures Required in Service Area

1. **Allegations of abuse, neglect or exploitation must always be reported immediately to the Florida Abuse Hotline at 1-800-962-2873. If a report has been made, please ensure that the corresponding box is indicated on the incident reporting form.**
2. **Follow-up reports should be submitted using appropriate form**
3. **When submitting an incident report, please ensure that the individual's Support Coordinator is copied and the corresponding box is indicated on the incident reporting form.**