



**To:** BCRC, LLC. Employees

**Re:** Special Incident and Emergencies

Please follow these procedures should you sustain an injury or should a special incident transpire. These include injury to you or your client/student or someone else in the environment, emergency behavior problem, need for police involvement, significant property destruction, missing person, substance abuse, etc.

1. We need to hear from you as soon as practical after the incident occurs.

Supervisor: \_\_\_\_\_ Phone Number: \_\_\_\_\_

2. If emergency action is needed, of course it must be taken immediately. If immediate medical care or other action is needed, please attend to this and phone us as soon as you can.
3. If the situation does not require an urgent action, please phone us as soon as the situation permits to discuss any other steps that might need to be taken such as seeking non-urgent medical care or involving non-emergency outside authorities.

Naturally, any of the above actions must occur under the direction of and in coordination with the teacher and/or site supervisor.

4. Complete and submit an Incident Report by the end of the day on which the incident occurs and fax to 415 444-5194 or 707 664-9687.

Thanks. If you have questions, please call.

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administration

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san rafael ca 94903  
415 499 8455 707 664 0850  
fax 415 472 7371 707 665 0999

human resources

35 mitchell blvd. suite 5-a  
san rafael ca 94903  
415 444 5190 707 664 9686  
fax 415 444 5194 707 664 9687