

Emergency & Incident Reporting Policy Acknowledgment

1. Purpose

This policy ensures that all employees and contractors at Rise & Shine ABA understand their responsibility to report emergencies, safety concerns, or incidents involving clients, staff, or company property. Prompt and accurate reporting helps protect the health and safety of our clients, families, and team.

2. What Must Be Reported

Employees and contractors must report immediately if any of the following occur during work hours or sessions:

- Client injury or medical emergency
- Staff injury or workplace accident
- Suspected abuse, neglect, or maltreatment
- Safety hazards (environmental, equipment, or security risks)
- Property damage or theft
- Behavioral incidents requiring emergency intervention
- Any event that could compromise client safety or care

3. Reporting Procedure

Immediate Response:

- If urgent, call 911 first.
- Then notify your supervisor or BCBA as soon as possible.

Documentation:

- Complete an Incident Report Form within 24 hours of the event.

Submission:

- Submit the completed form to your supervising BCBA or designated administrator.

Follow-Up:

- Cooperate fully with supervisory staff during investigations, corrective actions, or follow-up procedures.

4. Confidentiality

- All incident reports will be kept confidential and used only for safety, compliance, and quality-improvement purposes.
- Information may be shared with parents/guardians, insurers, or state agencies as required by law.

5. Employee/Contractor Acknowledgment

By signing below, I confirm that:

- I understand Rise & Shine ABA's Emergency & Incident Reporting Policy.
- I agree to follow the procedures outlined above.
- I understand that failure to report incidents may result in disciplinary action, up to and including termination.

Full Name (Print): _____

Position/Title: _____

Signature: _____

Date: _____