



Sequoia has reviewed the Special Incident Reporting requirements available on the Regional Center of Orange County's website. Any incident that that occurs which falls on the detailed list of events found on the Special Incident Report Form will:

- Within **24** hours of becoming aware of a special incident, Sequoia will verbally notify RCOC of the incident via phone at 714.796.5333
- Within **48** hours of becoming aware of a special incident, Sequoia will submit to the RCOC a Special Incident Report Form via email to SIEmail@rcocdd.com or via fax to 714.796.5335

Furthermore, Sequoia has reviewed the 13-step process outlined on the RCOC website under *Special Incident Reporting Procedures* and commits to completing those steps to ensure that the report is accurate and completed correctly.