

**Type of Incident:**

Injury  Theft  Lost Property  Run Away/ Abduction Danger  
 Close Call  Security Breach  Other: \_\_\_\_\_

Notice: For security breach, FCCS shall notify affected consumers within 48 hours, with a document titled "Notice of Data Breach," and shall present the following information under the following headings:

- "What Happened,"
- "What Information Was Involved,"
- "What We Are Doing,"
- "What You Can Do,"
- "For More Information."

Breaches involving 500 or more consumers in one attempt will be reported to the State of California Department of Justice, Office of the Attorney General at <https://oag.ca.gov/ecrime/databreach/reporting>

**Date of Incident:** \_\_\_\_\_ **Time of Incident:** \_\_\_\_\_ am / pm

**Physical location of incident:** \_\_\_\_\_

**Names of clients involved:** \_\_\_\_\_

**Names of Associates involved:** \_\_\_\_\_

**Property involved:** \_\_\_\_\_

**Detailed description of incident:** \_\_\_\_\_  
\_\_\_\_\_

**Bloodborne pathogens exposure possible?**  yes  no

**Source person:** \_\_\_\_\_

**List any injuries and the severity of each, if applicable:**

*Severity shall be indicated as follows:*

- (A) No off-site medical care required or first aid care administered on-site;
- (B) Medical care by a physician or nurse or follow-up attention required;
- (C) Hospitalization or immediate off-site medical attention was required;

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**List action taken and outcome, if known:**

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\_\_\_\_\_  
Printed Name of Person Making Report

\_\_\_\_\_  
Title / Position

\_\_\_\_\_  
Signature of Person Making Report

\_\_\_\_\_  
Date

*\* Note: Some incidents may require reporting to authorities if suspected child, elder or protected adult abuse is present.*

<p><b>For FCCS Management</b></p> <p>Time and date the incident was reported: _____, 20____ _____ am /pm</p> <p>Name and Title of the staff person within the facility to whom it was reported: _____</p> <p>Action taken to resolve incident: _____</p> <p>Date resolution action was taken: _____</p> <p>_____ Signature of staff taking action to resolve</p> <p>_____ Date</p>
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