



## SCA School Construction Authority

# INCIDENT OR ACCIDENT NOTIFICATION

In the event of an incident or accident on an SCA jobsite,  
**IMMEDIATELY NOTIFY ALL OF THE FOLLOWING:**

**By phone:**

- ✓ The assigned **Project Officer**
- ✓ If you cannot speak to the Project Officer, notify the **Senior Project Officer** and/or the **Chief Project Officer** for the Boro. *Make sure you speak with someone from Construction Management.*
- ✓ The assigned **Safety Officer**

**By email:**

- ✓ Send an email to [noticeofaccident@nycsca.org](mailto:noticeofaccident@nycsca.org)