

INCIDENT REPORT

The incident report should be completed as soon as possible after the incident occurs and should include as detailed a description of the situation as possible.

Student Name: _____ Phone Number: _____

Address: _____

Nature of Injury/Incident:

Incident Date: _____ Incident Time: _____

Incident Location: _____ Event Title: _____

All Leaders Present: _____

What happened?

Why did it happen?

What action was taken?

Contacted Parents? Yes No

Parent's Response:

Leader's Name: _____ Signature: _____

Witness Name: _____ Signature: _____