

INCIDENT REPORT

West Highlands Pacific Recreation Center

All incidents must be brought to the attention of the office staff. Please fill out the following incident report as soon as possible after the occurrence while the FACTS are still fresh in mind

*Date of Report*_____ *Date of Incident*_____ *Time of Incident*_____

*Nature of the Incident:*_____

Name(s) Involved _____

*Address(s) (if possible)*_____

*Location of incident:*_____

Describe the Incident in complete detail:

Actions that were taken:

*Witness*_____ *Phone*_____ *Address*_____

*Witness*_____ *Phone*_____ *Address*_____

I, _____, have read the report thoroughly and all the information given is correct to the best of my knowledge.

*Signature of Person Completing the Report*_____ *Date*_____

*Report Reviewed By:*_____

*Signature:*_____ *Date Reviewed*_____