



Incident Report

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

Incident Date & Time: _____ Event Title: _____

Incident Location: _____

Student Name(s): _____

Phone Number: _____

Address: _____

Nature of the incident/injury: _____

All Leaders Present: _____

What happened?

Why did it happen?

What action was taken?

Were parents/guardians contacted?

☐ Yes

☐ No

Parent/Guardian's Response:

Leader's Name: _____

Signature: _____

Witness Name: _____

Signature: _____

