



# 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: \_\_\_\_\_

