

*Appendix 3*

---

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 # \_\_\_\_\_

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      Parents' Response \_\_\_\_\_

\_\_\_\_\_

.....

Leader's Name \_\_\_\_\_ Signature \_\_\_\_\_

Witness Name \_\_\_\_\_ Signature \_\_\_\_\_