
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 _____

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What happened? _____

Why did it happen? _____

What action was taken? _____

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Contacted Parents Parents' Response _____

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Leader's Name _____ Signature _____

Witness Name _____ Signature _____