

Incident Report (For recording any unusual incident such as illness, a fight, theft, etc.)

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. *To be filed immediately with a Supervisor.*

Name of person(s) involved	Phone Number	Address

Incident Date: _____ Incident Time: _____

Incident Location: _____ Event: _____

Ministry Personnel present: _____

What happened? _____

Why did it happen? _____

What action was taken? _____

Contacted Parents: Yes No

Parent' Response: _____

Contacted Civil Authorities: Yes No If not contacted, why not? _____

Civil Authorities' Response: _____

Other relevant information: _____

Leader's Name: _____

Signature: _____

Witness Name: _____

Signature: _____