



# INCIDENT REPORT

An incident is anything which is not consistent with the routine operation of the event. It may be an accident or a situation which might result in an accident. State facts when writing an incident report. Follow specific policies and procedures for dealing with incidents and completing this form. This is a legal document.

PLACE WHERE INCIDENT OCCURRED: \_\_\_\_\_

Date of Incident: \_\_\_\_\_ Time: \_\_\_\_\_

Name of persons involved:  
\_\_\_\_\_  
\_\_\_\_\_

(Use separate incident report for each person if more than one person was involved.)

NAME & PHONE NUMBER OF EVENT CONTACT PERSON:  
\_\_\_\_\_

NAME & PHONE NUMBER OF OTHER WITNESSES:  
\_\_\_\_\_

DESCRIPTION OF INCIDENT: (Describe, as objectively as possible, WHAT HAPPENED? Stay with the Facts: 1) circumstances just prior to the incident, 2) the incident itself, 3) physical injury [if any], and/or 4) property damage:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

DESCRIPTION OF ACTION TAKEN: (Describe the action taken to deal effectively with the incident): \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



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PERSON (s) NOTIFIED:

\_\_\_\_\_

Directives Given: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

911 CALLED:      YES / NO (circle)

Directives Given: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

ADDITIONAL COMMENTS/ FOLLOW-UP ON DIRECTIVES  
GIVEN: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Signature of Person Reporting

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature Of Person Managing Event/ Chair

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Board Member

\_\_\_\_\_  
Date



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COMMITTEE OF THE WHOLE REVIEW:            DATE: \_\_\_\_\_

Was the actions taken appropriate?    YES    NO (circle)

Committee recommendations for follow-up: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## Directions for Incident Report Form

Fill out form and email to:  
[serviceoffice@todayna.org](mailto:serviceoffice@todayna.org)

You may use the contact form at  
[todayna.org/contact](http://todayna.org/contact)  
and select Regional Service Office  
from the dropdown menu and  
attach your completed form or  
simply send from your own preferred  
email client.