

Incident Report Form

Date of Incident: _____

1. Individuals involved and their status at Camp.

2. Situation details. (List date, time and location of incident. Include initial complaint and information. Be specific as possible, i.e. describe weather if applicable.)

3. Witnesses. (List names, status at camp and their specific statements. Contact anyone who may be a witness.)

4. Investigation Results. (A careful investigation must be made of the situation to gather all possible/applicable facts. (Answer: who, what, when, where, how.)

5. Parent Contact. (Parents may have to be notified if campers are involved. Program Director must be informed before any calls are made to parents. In the event of any ambiguous situation, be sure to notify the parents as to the nature of the incident. This keeps them from hearing only their child's side, which may not be accurate and complete. Record which parent is notified, include notes of the conversation, date and time of notification.)

6. Situation Resolution. (How the situation was resolved.)

Signature(s):

Person(s) making this report: _____

Date: _____

Date: _____

Assistant Director: _____

Date: _____

Program Director: _____

Date: _____

Note: Attach additional pages if more space is needed.