



Recreation

## Incident Report: Facility \_\_\_\_\_

(Behavior, rule contravention, etc. issues)

**Program:** \_\_\_\_\_

Date: \_\_\_\_\_ 20\_\_\_\_

Time of incident: \_\_\_\_\_ am / pm

Your name: \_\_\_\_\_

Time of written report: \_\_\_\_\_ am / pm

Person's name: \_\_\_\_\_

Age: \_\_\_\_\_ ☐ M ☐ F

Parent(s) name: \_\_\_\_\_

Phone #: \_\_\_\_\_

☐ Refused to provide parent name

☐ Refused to provide #

Parent(s) ☐ Present ☐ Phoned Mom ☐ Phoned Dad ☐ Were unable to contact

Witness name: \_\_\_\_\_

Phone #: \_\_\_\_\_

Witness name: \_\_\_\_\_

Phone #: \_\_\_\_\_

☐ **Further detail needed** ☐ **see back of page or** ☐ **additional pages stapled to this form.**

Incident (Clear description of what you saw/heard and description of what you were told by who, specify behavior, any damage done to equipment or facility, etc):

☐ Repeated (3) unsafe behavior (ie. running, pushing, hitting, etc)

☐ Personal behavior (ie. fighting, swearing, etc)

☐ Other:

Resolution (explain why that was the resolution):

☐ Person was spoken to and allowed to stay

☐ Person was asked to leave the facility for

☐ the rest of the session

☐ a week

☐ a month

☐ until they and their parents meet with the Supervisor

☐ Person used our phone to contact parent

☐ Parents came and got them

☐ They left on their own

☐ Other:

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