



Incident Report Form

Date & time _____ Incident Location _____

Name of injured person: _____

Witness names (who saw it happen, if any): _____

Personal Data:

Street Address: _____

Phone number: _____ Email address: _____

Individual's Age: _____ (optional) Sex: _____ (optional)

Was the individual:

Participating in a CYC event or activity? Yes No If yes, what event/activity _____

With a CYC staff or volunteer? Yes No If Yes, Name of staff/volunteer: _____

Incident:

State the injured person's description of Incident, including how it happened:

Described signs (things you can see) and symptoms (things you are told) of the injury. (For example, location of injury, bruising, swelling, bleeding, whether injured person can walk unassisted, etc... Do not speculate diagnoses, i.e. appears to have a concussion, or seems to have broken his ankle.)

Relevant witness comments, if any:

(FLIP OVER)



Did the Incident require first aid? Yes No

If yes, where and by whom was first aid applied? _____

Did the Incident require a call to 911, evacuation, or other professional medical treatment? Yes No

If yes, please explain:

Conditions, if relevant:

Approximate air temperature: _____

Weather conditions: Sunny Cloudy Raining Other: _____

Approximate wind speed and direction, if known/applicable: _____

Waves, if known/applicable: Calm Choppy Stormy Details: _____

Response:

What safety measures were in effect at the time? (be specific, include information on immediate response to incident)

Submitted by:

(signature)

By: _____

Printed Name, title (if applicable)

Name of CYC Officer/Business Staff receiving form: _____

Date: _____

Please submit documents or pictures, if available, to office@cykseattle.org with title – “Incident Form – (date of incident)”



Incident Report Form – Leadership/Office After Action Review

Date and Time and Name of Injured Party: _____

Completed by: _____ Title: _____

Resolution steps/actions

Should insurance or some other entity be notified? If so, by who, when, and specify results

Does a policy change at CYC need to occur?

Other comments:
