



YMCA of Western Ontario / Incident Report

Date:	Site Name:		
Name of Principle Person involved:	Location:		
	Gender:	<input type="checkbox"/> Male	<input type="checkbox"/> Female
Age of Individual (If under 18) or date of birth:	<input type="checkbox"/> Member	<input type="checkbox"/> Guest	<input type="checkbox"/> Volunteer
	<input type="checkbox"/> Participant	<input type="checkbox"/> Camper	<input type="checkbox"/> Staff
Membership #:	Time of Incident:		
Address:			
Phone #:			
Emergency Contact Name & Phone # :			
Circle one: Serious incident Minor incident Theft			
Describe the accident / incident and the treatment or action taken:			

Value of items lost or stolen:			
Did this person resume activities? <input type="checkbox"/> Yes <input type="checkbox"/> No		Was first aid given? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Emergency Response Information			
* Requires immediate notification of GM			
<input type="checkbox"/> Police	<input type="checkbox"/> Fire	<input type="checkbox"/> Ambulance	Did media come to the scene? <input type="checkbox"/> Yes <input type="checkbox"/> No
Name of Officer / Attendant:		Badge #:	
Incident #:	Time Called:	Time Arrived:	
Witness Information			
Name of Witness #1:			
Address:		Phone:	
Name of Witness #2:			
Address:		Phone:	

Staff person completing this report _____ Position _____ Date: _____

GM / Acting GM / Director / Manager _____ Signature _____ Date: _____

Follow-up Guidelines:

All Incident / Accident reports need to be followed up within 48 hours. For all serious incidents report them to the GM / Director / VP immediately regardless of his / her location, and call Risk Management Analyst (519.667.2352) within 24 hours to report the incident.

Follow-up

Staff Name: _____ Date: _____ Time: _____

Details:

Follow-up

Staff Name: _____ Date: _____ Time: _____

Details:

Follow-up

Staff Name: _____ Date: _____ Time: _____

Details:

Staff person completing this report _____ Position _____ Date: _____

GM / Acting GM / Director / Manager _____ Signature _____ Date: _____