Appendix F: OSR Incident Report Form (Page 1 of 2)

Use this form to report serious accidents, injuries, medical situations, or behavior incidents. Incidents involving a crime or traffic incident should be reported directly to the police. If possible, the report should be completed within 24 hours of the event. Submit completed form by scanning and sending to your Regional Director via email. For extreme incidents, send form and contact your Regional Director immediately.

INFORMATION ABOUT ADULT PERSON INVOLVED IN THE INCIDENT

Full Name:

Classroom Name:

☐ Program Employee Name: ____________________________

☐ Partner Organization Employee Name: ____________________________

☐ Visitor/Volunteer Name: ____________________________

☐ Vendor Name: ____________________________

INFORMATION ABOUT THE INCIDENT

Date of Incident: ____________________________

Time: ____________________________

Parent Notified? ☐ Yes ☐ No

Police Notified? ☐ Yes ☐ No

DHR Notified? ☐ Yes ☐ No

Location of Incident:

Description of Incident (what happened, how it happened, factors leading to the event, etc.) Be as specific as possible (attach additional sheets if necessary)

Were there any witnesses to the incident? ☐ Yes ☐ No

If yes, attach separate sheet with names, addresses and phone numbers.

Was there media coverage of the incident? ☐ Yes ☐ No

If yes, identify the media outlet and attach news clipping if available.

Was the individual injured? If so, describe the injury (laceration, sprain, etc.), the part of the body injured, and any other information known about the resulting injury(ies).

Was medical treatment provided? ☐ Yes ☐ No ☐ Refused

If yes, where was treatment provided? ☐ On site ☐ Urgent Care ☐ Emergency Room ☐ Other

REPORTER INFORMATION

Individual Submitting Report (print name):

Signature:

Date Report Submitted:
FOR OSR OFFICE USE ONLY

Report Received By ________________________________ Date ________________________

(Regional Director Signature)

*Regional Director should forward a signed copy to the OSR Director.

Document any follow-up action taken after receipt of the incident report.

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