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# Incident Report form

*Date of incident*

*Date report filed*

*Person filing report*

**Instructions:** As close as possible to the time the incident occurred, a copy of this report must be filled out by the person in charge. Other eyewitnesses to the incident (preferably adults) may also fill out additional copies of this form. You may use a separate sheet of paper.

**Location, date and time of the incident**

**Description of the incident**

**Your involvement in the incident**

**Individuals who were injured and a description of the injuries**

**Description of action taken on behalf of injured**

**Names of others involved in the incident or witnesses**

**Name of adult in charge at time of the incident**

**Cause of the incident (in your opinion)**

**Additional comments**

Adapted from the Incident Form, diocesan Department of Youth and Young Adult Ministries

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Questions? Call 415.673.5015. Go to [diocal.org](http://diocal.org) for updates.