

**SAN LUIS OBISPO COUNTY YMCA
INCIDENT REPORT FORM**

1. Date of Incident _____ Branch/Location _____ Time _____

2. Name of Person Involved _____ Date of Birth _____ M ___ F
Address _____ Phone: (h) _____ (w) _____
Parent/Guardian
Name _____ Phone: (h) _____ (w) _____

3. Location of Incident
[] YMCA Facility Branch _____ Which Area? _____
[] Day Care Site Name of Site _____
[] Camp Name of Camp _____
[] Off-Site Where _____

4. What activity was the person doing when the incident happened? _____

5. Other person(s) involved _____
Address _____ Phone: (h) _____ (w) _____
Was this person on the premises as a YMCA: Staff Volunteer Participant Parent
Other (please describe) _____

6. Describe details of the incident: _____

7. Describe the follow-up action taken by staff: _____

8. Was first aid given? ___Y ___N Name of first aid giver _____ Phone _____
Exposure to Bloodborne Pathogens? ___Y ___N What was nature of exposure? _____

9. Name(s) of witness(es) at time of incident:
Name _____ Phone: (h) _____ (w) _____
Name _____ Phone: (h) _____ (w) _____

10. Name of person filling out report: _____
Job Title _____ Date _____ Phone _____

11. Signed Waiver & Release on file? Yes No

Branch Director's Signature

Date _____

12. **Send this report to: Jenifer Rhynes, CEO**
1020 Southwood Dr, SLO, CA 93401
Tel: 543-8235 Fax: 543-6202

Staff Follow-Up	
Date: _____	Staff: _____
Comments: _____	

INCIDENT REPORT FORM INSTRUCTIONS

This form must be used for all member/volunteer/staff or guest injuries. Additionally, it is to be used to report incidents such as theft, glass breakage and other non-injury situations.

1. Enter date, branch name and time of incident.
2. Obtain home phone number or work phone number. If person involved is a minor, state name of person minor was released to.
3. If necessary, a diagram of area, to describe location of incident, where witnesses were standing and other related pertinent items.
4. Describe activity (running, playing, etc.).
5. List all individuals directly involved.
6. Describe incident, attach additional notes as necessary.
7. A brief statement such as provided ice pack, called police, etc.
8. Bloodborne Pathogens means pathogenic microorganisms that are present in human blood and can cause disease in humans. These pathogens include, but are not limited to, hepatitis B virus (HBV) and human immunodeficiency virus (HIV). List any first aid giver that had exposure to blood or other potentially infectious materials, even if they wear personal protective equipment.
9. List as many witnesses and phone numbers as possible.
10. The person filling out report should be the person most familiar with the incident in case there are additional questions.

DIAGRAM OF AREA: (If necessary)

