

Northern Community & School Recreation Coordinator Program



Accident / Incident Report Template

Date and Time of Accident/Incident: _____

Who was involved: _____

Where did it take place: _____

TYPE OF INCIDENT: _____

Description of incident: Include exactly what happened, why it occurred, the consequences of the incident, etc.

Who was informed of the accident/incident?

Could the accident/incident have been prevented?

Comments

Name & Role: _____

Contact Info: _____