

INCIDENT REPORT

Notify Learning Center Director within 1 hour of incident. Incident report must be completed and forwarded to Hope Administration before the end of the current day

Last Name	First Name	Date of Birth	Learning Center

Please provide involved person's information above. If multiple people involved, complete a separate report for each person.

EMPLOYEE/VOLUNTEER INFORMATION (person filling out the report)
Name _____ Learning Center _____

INCIDENT INFORMATION
Date of Incident: _____ Time: _____ AM/PM
Exact Location: _____

Please check all that apply

<i>Injury</i>	<i>Property Damage</i>	<i>Theft</i>
<i>Risk to self</i>	<i>Technology Issue</i>	<i>Disruptive Behavior</i>
<i>Vehicle Incident</i>	<i>Threat</i>	<i>Other</i>

<i>Description of incident (please be specific, e.g., Student fell on the playground)</i> _____	
<i>Action Taken (Please be specific, e.g., injury was treated)</i> _____	
<i>Assistance Rendered (Fire, Medical, Police)</i> _____	
<i>Other People Involved - First & Last Name/DOB</i>	<i>All Staff Involved/On Duty - First & last Name/DOB</i>
<i>Continue on back if necessary</i>	<i>Continue on back if necessary</i>
_____	_____
_____	_____
_____	_____

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Parent contact necessary? Yes No (All head/neck injuries require contact)
Time/Date of contact: _____ Person contacting parent _____ (Learning Center Director unless otherwise directed)
Name of Parent/Guardian contacted: _____
Method of contact: Phone In person Other Method (explain) Details of Contact: _____

Risk Management contact necessary? Yes No (Any incident that requires help from an outside source)
Time/Date of contact: _____ Person contacting RM _____ (Learning Center Director unless otherwise directed)
Name of Risk Management Member contacted: _____
Method of contact: Phone In person Other Method (explain) Details of Contact: _____

Additional comments _____

Signature of employee/volunteer reporting incident

Printed name of employee/volunteer reporting incident

Signature of Learning Center Director

Printed name of Learning Center Director

This is an internal document. Do not distribute outside the organization. Please refer requests to the Compliance Coordinator