

ACCIDENT/INCIDENT REPORT INSTRUCTIONS



The purpose of the Accident/Incident Report is to document what happened during an accident or incident. This information is needed for a variety of reasons:

- To encourage you to think through these various steps during an accident/incident.
- To inform your supervisor of accidents/incidents and how they were handled.
- As documentation that proper procedures were followed during an accident/incident.
- To document everything that occurred before, during and after an accident/incident.
- To develop information to help prevent similar accidents/incidents in the future.
- To document an illness that requires a participant be sent to doctor or hospital.

DEFINITIONS

Accident/illness — An unforeseen, unintended event that results in harm or injury to a person or to property.

Behavior — An emergency or crisis that is often related to the behavior of people; may or may not be intentional or harm another person or property. It includes actions such as kidnapping, missing persons, harassment, intrusion, fighting, child abuse, thief and drug or alcohol abuse.

Emergency — Involves danger and immediate potential of serious personal harm or property loss. When the danger is eliminated, the emergency is over. Once an emergency is over and the element of danger or potential for additional harm or loss has subsided, the situation may still require crisis management.

Crisis — An unstable situation or crucial time or state of affairs that has reached a critical phase. A crisis may contain elements of danger or a dangerous condition but, until there is immediate potential of serious personal harm or property loss, it is not an emergency.

PROCEDURES

1. What accidents/incidents need to be reported?

Look at the purpose of this report. If an accident or incident would benefit from one of the purposes above, then complete an accident/incident report.

2. When do I need to do the report?

You need to complete the report as soon as possible. In many cases, there are some distinct advantages for having the form during the accident/incident, following the contact procedures and noting the times on this form as you are notifying the people listed. In any case, **the report should be completed within 48 hours of the accident/incident.**

3. What do I need to do with the report?

Once you have completed the report, give the report to your supervisor. It is the responsibility of your supervisor to decide the disposition of the report.

4. Who completes the report?

Much of the report can be completed by the on-site supervisor (leader, camp director, program director, event chair, etc.). It is imperative that the person most directly involved with the accident/incident write the page which describes in detail the accident/incident. A program administrator (paid staff person) can finish completion of the form, especially any follow up that needs to occur. In any case, the program administrator needs to review the information on the form with the person most directly involved with the accident/incident.

5. What's the difference between adults and witnesses on the scene?

"Adults on the Scene" should be the responsible adults (not the name of the person involved, even if that person was the supervisor and/or an adult) who supervised the program/event or who gave first aid or other assistance. "Other witnesses on the Scene" might be other adults who gave assistance and/or adults or youth who saw what happened. You may want to attach a page with additional names and addresses.

6. How detailed do I need to be in the attached description?

This would depend on the severity of the accident/incident. Always remember that more information is better (especially if there is potential for a lawsuit down the line). But remember, incident reports can be subpoenaed for legal evidence, so information should relate only to the facts, not what should or could have been done or any statement placing blame on any party. Be sure that the person who writes the detailed description signs and prints his/her name and gives his/her position or title on the detailed description.

7. What if the incident or information is sensitive or confidential?

If the information is confidential (e.g. in the case of child abuse - the victim, the accuser and the accused perpetrator), the report page might have "John Doe" as the name of the person involved on the report form. The actual who, what, when, where, why and how are to be written in the detailed description which is to be attached to the report form. Write "SENSITIVE INFORMATION" at the top of the report, place the report in an envelope marked confidential and give to your supervisor or the Executive Director. That way the information is indeed documented, yet confidential.