

**Island Recreation Board  
INCIDENT REPORT FORM**

Use this form to document any injuries, extraordinary disciplinary action and other behavioral incidents. Report any incident to the Chairman and also telephone the parent as soon as possible to explain what happened. Submit this report form to the Chairman.

**Date of Incident:**

**Trip/Event:**

**Trip Leader:**

**Chaperones:**

**Name of Person/Persons Involved:**

**Describe Circumstances:**

**Describe Action Taken and by Whom:**

**Were Parents Called?**

**When?**

**Who Called Parents?**

**Parents' Reaction:**

**How could this type of incident be avoided in the future?**