A logo with blue dots

Description automatically generated

**Incident Report Form**

The Incident Report Form is used to track every occurrence of an incident or accident that involves a volunteer and/or client while on a service assignment. Volunteers should complete and submit the form as soon as possible after the incident.

An “incident” is a circumstance serious enough to require immediate attention to a client or a volunteer.

|  |  |
| --- | --- |
| **Date of Incident:** |  |
| **Time of Incident:** |  |
| **Location:** |  |
| **Client Involved:** |  |
| **Volunteer Involved:** |  |
| **Summary of Incident:** |  |
| **Immediate Action Taken:** |  |
| **To Whom the Incident was reported (police, 911, Volunteer Manager, etc.):** |  |
| **Need for Further Action:** |  |

Volunteer Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Volunteer Program Manager Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_