



"... more than just a day at the beach."

# Ocean Park Association Incident Report

## PERSON INVOLVED/INJURED

.....

Name \_\_\_\_\_ **Role**

Address \_\_\_\_\_  Employee

\_\_\_\_\_  Contractor

Phone number \_\_\_\_\_  Volunteer

Email \_\_\_\_\_  Visitor

\_\_\_\_\_  Other \_\_\_\_\_

Is a Minor involved? **Yes** **No** [If yes, what Adult was contacted? When?]

\_\_\_\_\_

## DETAILS OF INCIDENT/ACCIDENT

.....

Incident date \_\_\_\_\_ Incident time \_\_\_\_\_

Location \_\_\_\_\_

Injuries/issue \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**NOTE:** If more space is needed, use the back of this form or attach additional information.

## WITNESSES

.....

Name \_\_\_\_\_ Role \_\_\_\_\_ Contact \_\_\_\_\_

Name \_\_\_\_\_ Role \_\_\_\_\_ Contact \_\_\_\_\_

Name \_\_\_\_\_ Role \_\_\_\_\_ Contact \_\_\_\_\_

## COMPLETED BY

## REVIEWED BY EXECUTIVE DIRECTOR

.....

Name \_\_\_\_\_ Date \_\_\_\_\_

Title/Relationship \_\_\_\_\_ Signature \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_



