

INCIDENT REPORT – MBSC

Incident Report provided by MBSC to capture information regarding incident; allowing for verification of reported incident and necessary corrective action. Turn into concession stand when complete. Be prepared to review report with MBSC board member or their designee.

Injury

Near Miss

Property Damage

Name of person reporting Incident:

Phone:

Date:

Time:

am/pm

Describe Incident:

Is follow up action required? Y/N Describe:

List names of any witnesses to this incident or observation:

If a child was involved, should the parents be notified? Y/N

If Yes, were they notified? Y/N Date & Time:

Name of Parent:

Does a safety hazard remain at this time? If yes, please describe:

Additional Notes:

MBSC Board Member

Reviewed by:

Date: