

[yellow form]

Incident Report Form

RECREATIONALSPORTS
UNIVERSITY OF MINNESOTA

Date: _____ Time of Incident: _____ am/pm Location of Incident: _____
Person Completing Form: _____

Individuals Involved

Name: _____
ID#: _____ Male Female
Classification: Student Faculty Staff Public
Address: _____
Phone: _____

Name: _____
ID#: _____ Male Female
Classification: Student Faculty Staff Public
Address: _____
Phone: _____

Program Area: Open Rec Aquatics COA Fitness Intramurals Sport Clubs Youth Special Event
Activity: _____

Brief Description of Incident: _____

Action Taken by DRS Employee: _____

Witnesses

Witness #1
Name: _____
ID#: _____ Male Female
Classification: Student Faculty Staff Public
Address: _____
Phone: _____

Witness #2
Name: _____
ID#: _____ Male Female
Classification: Student Faculty Staff Public
Address: _____
Phone: _____

Were University Police contacted? Yes No

Time University Police were called: _____ am/pm Time University Police Arrived: _____ am/pm

Officer responding to call: _____ Case #: _____

Badge # of Officer: _____

Incident Description Continued: _____

RECOMMENDED ACTION

Is further attention to this incident needed? Yes No

Recommendation for further action: Suspension
 Meeting with Program Director
 Staff Debriefing
 Other: _____

Description: _____

BODY FLUID SPILL CHECKLIST

If the accident involved a body fluid spill, do the following:

- Wear gloves while handling any bodily fluid spills!
- Use a microshield when administering CPR.
- Clean up the area using an alcohol/water solution.
- Dispose of the contaminated supplies (gauze, gloves, paper towel, etc.) using the biohazard bags in the appropriate container.
- Thoroughly wash hands after the incident.
- If you believe you were exposed to body fluids during this situation, **contact your supervisor immediately!**

WAS THE PROPER FORM FILLED OUT?

Accident Report:

- An injury occurred
- First Aid was administered
- Physical harrassment or violence
- Blood spill
- Death or major catastrophe

Incident Report:

- Situation with disruptive patron
- Verbal harrassment
- Patron concerns

**REMEMBER, IF AN INCIDENT TURNS INTO AN ACCIDENT,
IMMEDIATELY FILL OUT AN ACCIDENT REPORT FORM**