

# Alabama 4-H Accident and Incident Report Form

Use this form to report all accidents and all **medical** and **nonmedical** incidents:

- Incidents involving health or safety concerns
- Incidents requiring medical treatment
- Potential violations of the *Alabama 4-H Volunteer Behavioral Guidelines*
- Potential violations of the *Alabama 4-H Code of Conduct*.

It is for use with incidents involving youth or adults.

## How to file an *Accident and Incident Report Form*

1. Fill out all sections of the form. Incomplete information may not be useful.
2. Give the completed form to the 4-H volunteer or staff member in charge of the event or activity. In instances where that is not possible (or the 4-H leader or staff member is involved in the incident), mail this form to the County Extension Coordinator. Keep a copy of this form for your records.
3. Use this form (add additional sheets, if necessary) to briefly describe what happened. Include any additional information you feel is important.
4. All relevant information must be reported. This information will be used by the staff to conduct an inquiry into the incident and assist in resolving the issue.
5. Confidentiality of reports will be maintained according to Alabama 4-H policies and guidelines. The Alabama Cooperative Extension System may release information as required by law enforcement or court order.

### Person Filing Report Form

Name: \_\_\_\_\_ Date of Incident: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: (\_\_\_\_) \_\_\_\_\_ 4-H Club: \_\_\_\_\_

Are you a:     4-H Member     4-H Leader     4-H Parent     Other

### Information Regarding Incident

Date and Time of Incident: \_\_\_\_\_ Location: \_\_\_\_\_

Name of 4-H Activity: \_\_\_\_\_

Adult 4-H Event Coordinator/Supervisor: \_\_\_\_\_

Was anyone physically injured during incident?  Yes     No

Name(s) of individuals involved in incident:	Youth	4-H Staff	Volunteer	Parent	Other
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_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

