

MILTON GOSPEL HALL
INCIDENT REPORT

The incident report should be completed as soon as possible after the incident occurs and should include as detailed a description of the situation as possible.

Student Name _____ Phone # _____

Address _____

Nature of Injury/Incident _____

Incident Date _____ Incident Time _____

Incident Location _____ Event Title _____

All Leaders Present _____



What happened? _____

Why did it happen? _____

What action was taken? _____



Contacted Parents Parents' Response _____



Leader's Name _____ Signature _____

Witness Name _____ Signature _____