

Geauga County 4-H Incident Report

Please submit this completed form to the Extension Office within seven (7) days of the incident.

In the event of a serious situation requiring immediate intervention/assistance, call 911 and then promptly telephone the Geauga County Extension Office. Incidents after business hours or on the weekend, contact the Extension Office on the next business day.

This report may be used by club volunteers, 4-H members and their immediate family, and concerned spectators who desire to document personally witnessed facts and actions regarding participants or staff who may become ill, are injured, who may break the rules, who have lost valuables or who might have an additional issue of concern.

Please complete this **Incident Report** immediately after:

- Witnessing or learning about any situation that threatens the safety or wellness of club members, volunteers, staff or outside participants during 4-H activities. If you have any question or doubt about whether to file this report or not, err on the side of caution and complete it.
- You may file an incident report as a result of your direct observation of the incident or information relayed to you by others.
- By signing this incident report, you agree to keep confidential the personal matters and information contained herein, and will not discuss the incident with anyone else.
- Complete all sections of the report. Incomplete and missing information may not be useful to the 4-H program.
- Form must be signed and dated.
- Additional sheets may be used if necessary.
- Include any information you feel is important.
- All relevant information must be reported. This information will be used to conduct an inquiry into the incident and assist in resolving the issue.
- Confidentiality of reports will be maintained according to Ohio 4-H Policies and Guidelines.
- By completing a Geauga County 4-H Incident Report, the reporter certifies that the information contained in the report is true to the best of his/her knowledge.

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Please submit this completed form to the Extension Office within seven (7) days of the incident.

Date of Incident:	Time of Incident:
Specific Location of Incident:	
Person(s) Involved in the Incident (names, ages, affiliation with 4-H, etc.)	
Names of individuals who sustained an injury, if applicable. Include address and phone number.	
Witness(es) involved (other adults consulted or involved, where were witnesses at time of incident):	
Description of Incident (Describe the activity just prior to the incident and what happened that led to the incident.):	

Observations by others regarding the incident:

Describe actions taken immediately following the incident to safely and secure resolve the incident:

Additional information that is relevant to the incident:

I certify that the information contained in this report is true to the best of my knowledge.

Report Completed by:	Signature:
4-H Affiliation:	Email Address:
Phone Number:	Date Report Completed:
I witnessed the incident? Yes No	The incident was reported to me by a third party. Yes No

For internal use by the Geauga County 4-H Program.
4-H Educator: _____
Date, time, and notification method (mail, email, or fax) of this report to the office:
