

*Incident Reporting*

Volunteers may report an incident in any format they wish, as long as they provide the date, time, location, name(s) and details.

Volunteer supervisors must compile a formalized incident report with any additional information they receive or deem appropriate. Use the following template:

<b>THAMES TALBOT LAND TRUST – INCIDENT REPORT</b>	
<b>Date:</b>	<b>Time:</b>
<b>Location:</b>	
<b>Name(s) of individual(s) involved &amp; roles:</b>	
<b>Incident details:</b>	
<b>Boundary broken (if any):</b>	
<b>Recommendation:</b>	
<b>Format:</b> Face-to-Face / E-mail / Phone Call / Note – <b>Has this happened before?</b> Yes / No	
_____	_____ Supervisor
Signature	Individual(s) Signature(s)