



STEP-BY-STEP INCIDENT REPORTING

Reporting an Incident

What is an incident report?

An incident report is the formal documentation of the facts surrounding an incident or situation where an individual was physically or emotionally injured or could have been injured.

Examples of physical injuries:

- * Broken bones, twists, or sprains
- * Slipping, falling, or tripping
- * Scrapes, cuts, or burns
- * Pinches, splinters, bumps, or bruises
- * Allergic reactions
- * Sunburn, dehydration, or heat stroke
- * Weather or environmental causes
- * Livestock or equipment use injuries
- * Physical altercation

Examples of emotional injuries:

- * Discrimination (racial, sexual orientation, religious, etc.)
- * Bullying
- * Verbal arguments (first person and third person)
- * Witnessing harassment
- * Witnessing fatal or critical accidents

**FOOD FOR
THOUGHT...**

*If it's
unsafe:
Report It!
Remove It!
Replace It!*

Why is an incident report required?

An incident report provides the University of Arizona with the necessary documentation needed for insurance purposes and investigative actions.

By providing the University with the facts from the witness of an incident or situation, the University is better able to determine any additional steps needed to conclude the incident reporting process, or determine if the incident was the result of negligence.

Mandated Reporting

As a volunteer of the University of Arizona and the Maricopa County 4-H Program, you are obligated to report suspected child abuse, neglect, exploitation, or abandonment at:

Arizona Child Abuse Hotline
1-888-SOS-CHILD (1-888-767-2445)

For more information on reporting please visit
<https://dcs.az.gov/report-child-abuse-or-neglect>

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Step-By-Step Reporting

Once the situation or incident has been resolved and the appropriate individuals called (9-1-1, parents/guardians, Extension Staff or those necessary).

Follow the below steps to complete the reporting:

Step 1) Designate one volunteer to take lead on the reporting. This should be a certified volunteer who witnessed the incident.

Step 2) Complete the entire Arizona 4-H Accident Incident Report Form. A thorough report is the best report!

Step 3) Locate, at minimum, three individuals who witnesses the incident, and ask them to complete the Arizona 4-H Accident/ Incident Report Form - Individual Witness Report. Witness selection is important, witnesses should be individuals who physically saw the event with their eyes or were within range of hearing the entire incident.

Step 4) Gather all reports and review that all parts are completed to the best of the individual's ability.

Step 5) Turn originals of all reports into the Maricopa County 4-H Office within 48 hours of the incident or time of knowledge of the incident.

What if.....

If you're not sure if you should write an incident report?

Please contact your local 4-H Office!

University of Arizona
Cooperative Extension
Maricopa County

Phone:
(602) 827-8228

Website:
<http://extension.arizona.edu/4h/maricopa>

Email:
4Hinfo@cals.arizona.edu

fact vs **opinion**

A statement that can be proven true, measured, or observed

YOU CANNOT CHANGE A FACT!!!

Ways to prove it:

- ★ Test it
- ★ Check reliable sources
- ★ Ask an expert

FACT:
Apples grow on trees.

A statement that describes a feeling or a thought

YOU CAN CHANGE AN OPINION!!!

Key words

I prefer...
I think...
I feel...
In my opinion...
Everyone should...
The best thing...

OPINION:
Apples are delicious!

Witness Incident Reports

Should be written from a **factual point, not an opinionated point.**

If you're the lead on an incident report it's ok for you to ask if the witnesses know the difference!

If the witness isn't sure, use this "fact vs. opinion" chart by TheChalkboardUnicorn.com featured on the left to help educate them!

<http://thechalkboardunicorn.com/wp-content/uploads/2016/10/Fact-Opinion.pdf>, 2 May 2017