**KINDRED SOULS OF WYOMING**

**Incident Report**

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| **EMPLOYEE DETAILS** | | |
| **NAME** | | |
| **DEPARTMENT** | | |
| **PHONE NUMBER** | | |
|  | | |
| **DESCRIPTION OF INCIDENT** | | |
| **LOCATION:** | | |
| **DATE:** | **Incident Details:**  (How the incident happened, factors leading to the event, and what took place. Be as specific as possible.) | |
| **TIME:** |
| **POLICE NOTIFIED:**   * **YES** * **NO** |
|  | | |
| **INCIDENT CAUSES:** | | **FOLLOW UP RECOMMENDATIONS:** |
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| Incident reports are necessary for documenting details of the occurrence while they are most present in the minds of the witnesses and incident reporter. The information that is included in the report can be useful for decision-making on future incidents, identify behavioral patterns and identifying larger issues. To maintain a safe and healthy work environment, a thorough investigation should be undertaken following an incident to initiate corrective actions | | **REPORTED BY:**  Name:  Position:  Department: |
|  | | |