Cary Parks, Recreation & Cultural Resources (PRCR) Department

This report applies only to incidents or accidents involving patrons or other unusual circumstances that may occur at the facility or event.

**** DO NOT USE THIS FORM IF:** Reporting an Employee accident or incident OR reporting damage to Town owned property. EMPLOYEE ACCIDENT & INCIDENT FORM is located on C-Net under the Forms Tab (or in a designated area at your facility).

Immediately do the following upon completion of this form.

1. If **EMS** or **Police** are called to your facility or event, immediately notify (via phone) your supervisor (or designated contact), who will then contact a Division Manager
2. Upon completion of this form and any required notification, place from in **BOX** under PRCR Team Space/ PRCR Accident & Incident Reports/ (division)/ (month, year)

Accident and Incident Report Form

Date: _____ Time: _____ a.m. ☐ p.m. ☐ Facility/Location of Incident: _____

Name of Injured: _____ Phone # of Injured: _____

Address of Injured: _____

Parent/ Guardian Name (if applicable): _____

Parent/Guardian Phone # (if applicable): _____

Briefly Describe the Details of the Accident or Incident (include any information you feel is pertinent such as witnesses, parent notifications, etc. Who, What, Where, When, & Actions)

Were Police Notified? Yes ☐ No ☐

Police Investigator Name: _____ Report #: _____

Was EMS Called? Yes ☐ No ☐ Did EMS Transport Patron Away from Site? Yes ☐ No ☐

If EMS Transported Patron, Where Was Patron Taken? _____

Staff Completing the Report: _____