



Incident Reporting

The following procedures should be followed for all incidents that occur at a location that is insured by the Duluth Area Family YMCA, including when Duluth Area Family YMCA staff or volunteers are acting in an official capacity at off-site locations during a YMCA program.

Incident reports should also be completed when there is property damage to YMCA property and for behavior that violates the YMCA Code of Conduct.

MINOR Incident – note in the minor incident log with as much detail as you can. Include names of witnesses, involved persons, and actions taken. USE AS MUCH SPACE AS NECESSARY. Things that should be documented as a minor incident: any first aid supplies given for something that happened before coming to the YMCA – gave a band-aid, ice pack, etc. (Gave a band-aid for a scab that came off, for example.)

MAJOR Incident – Complete the full report with as much detail as you can. Include names of witnesses, involved persons, and actions taken. USE ADDITIONAL PAPER AS NECESSARY.

IMPORTANT THINGS TO REMEMBER WHEN COMPLETING THIS FORM:

- Write in the third person. (Avoid using she/he/they/I/we – use first names instead.)
- Record facts, not opinions.
- Do not scribble anything out. If you make a mistake, strike through it with a single line ~~like this~~.
- No section is optional. If it doesn't apply, please write "none" or "NA."

How soon do I need to turn this in and report it to a supervisor?

Within 24 hours. The following incidents require additional reports, so notify a supervisor ASAP:

- Any water rescue
- Any type of abuse is suspected or witnessed
- Exposure to bloodborne pathogens or chemicals
- Vehicle accident in a YMCA-owned vehicle
- A staff member or volunteer is injured

IF YOU CALL 911, NOTIFY YOUR BRANCH EXEC AS SOON AS THE SITUATION IS UNDER CONTROL. BRANCH EXECS SHOULD INFORM SARA COLE AND CHERYL PODTBURG VIA TEXT AS SOON AS POSSIBLE.

WHY is it so important to have a well-written incident report? Incident reports are used by the Y to evaluate the level of risk of programs, activities and facilities. The Y also uses incident reports to track patterns of behavior, and can adjust programs, physical facilities, policies, and procedures by looking at the data gathered on incident reports. Insurance companies use incident reports to determine level of risk at facilities, determine who pays for follow-up treatment, and make recommendations to help create safer facilities. Incident reports can also serve as a key document in a court of law. If an incident leads to a court case, it will be important to have a detailed and accurate incident report to help describe what happened rather than rely on the memory of people.

How long are incident reports kept? Lawsuits can take years to develop – so incident reports are kept for seven years. In the case of a minor, the report may be kept until all parties involved in an incident reach the age of majority. (For example, an incident report detailing the injury of a 7 year old child will be kept until the child reaches the age of 18 – well beyond the seven year mark.)