INCIDENT REPORT FORM (IRF)

Purpose of an Incident Report Form
Incident Reports are used to communicate information to other people and to document infringements by staff and/or campers of the code of conduct, unusual or significant occurrences and emergencies. It is extremely important for the content of the Incident Report to reflect clear, detailed information in a factual, unbiased manner to avoid passing along opinions and judgments. What a staff person has to say concerning an incident is essential to other people who are trying to understand what has happened and why it happened. The Camp Program Director or other staff member completing the Incident Report should re-read the report prior to submitting to the Executive Camp Director to assure that it is legible, contains all relevant information, has been completed properly and states what he/she intended to convey. If the Executive Camp Director is writing the report, his/her immediate supervisor should review it.

All sections of the Incident Report Form must be completed.

Incident Report Forms are legal documents, which may be viewed by the individual, his/her parent or guardian, designee or legal representative and may be used in court. Be sure to use the full name of everyone mentioned in the report and of the person writing the report.

When should an Incident Report Form be completed?
An Incident Report Form should be completed to document infringements by staff and/or campers of the code of conduct, unusual or significant occurrences and emergencies involving one or more campers and/or staff. Prepare an Incident Report Form immediately following the incident while the facts are still clear. Examples of such events include but are not limited to the following:

- Injury to individual or caused to others;
- Aggressive behavior directed at others;
- Self-abusive behavior;
- Endangering or threatening others;
- Serious illness and/or hospitalization;
- Property destruction;
- Serious disruptive situation while in class, lab, and on field excursions and trips;
- Illegal or unusual problematic behavior;
- Any incident involving the police, fire department, and/or ambulance; and
- Any time someone has physically intervened with an individual when such intervention is not in accordance with an approved behavioral treatment plan.

If you are unsure about whether or not to complete an Incident Report Form, write one!

An Incident Report Form should be submitted to THF for each incident. The following is a list of conduct that is prohibited in the EMBHSSC as stated in the Student Code of Conduct, which is signed by the student and his/her parents or guardians. A copy of the Student Code of Conduct can be found in the Resource Guide, on the flash drive received during spring training and on the
THF website. A reasonable suspicion that a camper has engaged in prohibited conduct, or attempted conduct, must result in the immediate dismissal from the EMBHSSC. Any incident involving the police, fire department or ambulance should also be reported.

**Tips for Completing an Incident Report Form**

*Cause of Incident:*
If you do not feel that you have factual information, you may state your opinion provided that you indicate that it is your opinion and not fact. Even if the actual cause of an incident remains unknown after you have attempted to determine it, you should provide as much information as you have concerning what happened prior to and during the event as this may provide a clue to the reader. If you did not actually witness the incident or event, you may still complete an Incident Report Form; however, be sure to state that the information is based on what was reported to you and who reported it. Statements from a person or persons who witnessed the incident may be collected. These statements should be attached to the Incident Report Form.

*Language:*
Describe the incident in concrete, behavioral terms. Do not assume that your generalities will be understood...be specific. Review your report to ensure that you have not used judgmental terminology or left unanswered questions. Remember that your description of the incident is what other people will rely on to obtain information concerning the individual(s) and the incident. It is important to ensure that your report does not convey negative images of you or the individual(s) when a more neutral one should be conveyed. Examples: stating that you pushed the individual away, when what you really did was to block the individual’s hand from striking you; stating someone “stole” food out of the refrigerator when the individual took food out of his/her refrigerator. Your report has the ability to influence others, so please ensure that it is properly prepared and provides a factual accounting of the incident.

*Reliability of your observation:*
If another person was involved in the incident or witnessed it, consult with that person to ensure that the report concurs with that person’s observations. When writing your report, use terms that are specific and clearly describe the behavior that occurred. For example, don’t use generalities such as aggressive/upset/agitated, state the behavior that you observed that made you believe the person was being aggressive, was upset or agitated.

*Objectivity:*
When writing your report, be sure that you have not allowed an earlier situation or prior information to influence your perception of the current incident. You are writing your report as a recorder, not as a judge. Consequently, be sure that your report is free from judgmental statements, sarcasm, or condescending comments. Again, it is advisable that you reread your completed Incident Report to ensure that you have written what you really intended to say.

*Notification of Incidents*
Serious incidents must be verbally reported to the Executive Camp Director at the time of the incident. Medical emergency incidents must be immediately reported via phone (832.638.3107) to Ms. Pamela Jones. An Incident Report Form should be faxed (713.877.8669) to Ms. Jones within two (2) days after the incident.

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THE HARRIS FOUNDATION (THF) PROGRAMS
INCIDENT REPORT FORM

Report any incident including injury, property damage, and code violation or youth protection event.

1. Executive Camp Director:
   a. Immediately following the event, call THF at office (713)877-1731 or cell 832 638 3107.
2. Executive Camp Director:
   a. Follow up by immediately completing and faxing IRF to 713-877-8669.

Check the appropriate THF Program:

☐ Dare to Dream  ☐ Dream Tour  ☐ ExxonMobil Bernard Harris Science Camp

UNIVERSITY/LOCATION: ____________________________________________

PERSON REPORTING INCIDENT: ______________________________________

Home Phone: ___________________________ Cell Phone:________________________

E-Mail Address: ________________________________________________________

DATE OF INCIDENT: ______________ TIME OF INCIDENT: __________________

SITE OF INCIDENT: _____________________________________________________

NAME OF PERSON IN CHARGE AT THE TIME OF THE INCIDENT:

_______________________________________________________________________

Home Phone: ___________________________ Cell Phone:________________________

E-Mail Address: _________________________________________________________

WITNESS NAME: ________________________________________________________

WITNESS NAME: ________________________________________________________

WITNESS NAME: ________________________________________________________

Note: Attach witness statements.

CHECK ALL APPLICABLE CATEGORIES FOR THIS INCIDENT:

_____ Code of Student Conduct Violation  _____ Injury
_____ Abuse  _____ Property Damage

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STUDENT OR STAFF MEMBER INVOLVED INFORMATION:

Student or Staff Member Name: ____________________________________________

Gender: _______ Grade Level or Job Title: _________________________________

Ethnicity: ______________________________________________________________

Parent(s) or Staff Contact Information (names, phone number, cell phone, e-mail):

Home Phone: ________________ Cell Phone: ________________

E-Mail Address: _________________________________________________________

Parent(s) or Staff Contact Information (names, phone number, cell phone, e-mail):

Home Phone: ________________ Cell Phone: ________________

E-Mail Address: _________________________________________________________

Parent(s) or Staff Contact Information (names, phone number, cell phone, e-mail):

Home Phone: ________________ Cell Phone: ________________

E-Mail Address: _________________________________________________________

Parent(s) or Staff Contact Information (names, phone number, cell phone, e-mail):

Home Phone: ________________ Cell Phone: ________________

E-Mail Address: _________________________________________________________

COMPLETE IF THIS INCIDENT WAS REPORTED TO THE POLICE

Police station name, number: ___________________________________________

Police Station Address: _________________________________________________

NAME, BADGE NUMBER AND PHONE NUMBER OF OFFICER IN CHARGE:
_________________________________________________________________
DESCRIPTION OF INCIDENT: (Attach an additional sheet if more space is needed to provide details of the incident)

RESOLUTION:

Signed: ______________________________ Date: ____________________

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