

For use by volunteers and 4-H staff:

In the event of a serious situation requiring immediate intervention/assistance, call 911 and then promptly telephone your local Massachusetts 4-H Extension Educator. If unable to reach that person, contact Linda Horn, 4-H Program Director at 860-558-0249. Report form must be filed with 4-H Educator in your county. Educators must send a copy of the form to the 4-H Program Director.

Complete this Incident Report form at the time of the incident. This report must be completed when:

- Witnessing or learning about any situation that threatens the safety or wellness of club members, volunteers, staff or outside participants during 4-H activities.
- During a sanctioned 4-H program or event, any injuries occur to a 4-H member or member of the public attending the event.
- You are informed of an injury or event by others.

By signing this incident report, you agree to keep confidential the personal matters and information contained herein, and will not discuss the incident with anyone else.

A. Person filing report _____

Title (volunteer, parent, 4-H professional, etc.) _____

B. Cell number _____ Email _____

C. I witnessed the incident YES NO

D. The incident was reported to me by a third party YES NO

E. Name(s) of any volunteer, staff, program participant, member or, in the case of club members, age(s) involved in the incident:

F. Names of individual(s) who sustained an injury, if applicable, and age(s) of youth:



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Provide a brief description of incident and address each of the items below. Provide this information below or on a separate sheet(s) of paper and attach to this form.

- A. A description of the incident, accident or issue
- B. Who responded, when, and what was the nature of the response
- C. The affected party(ies)' account of the incident
- D. Action taken by yourself or others
- E. Additional information that you think is important.

Signature of Submitter

Date

FOR INTERNAL USE BY THE 4-H YOUTH DEVELOPMENT PROGRAM

Local MA 4-H Educator: _____

Date, time and notification method email/text preferred or mail) of this report to the local 4-H office:



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