

Only complete this form if it fits the description below for "Type of Incident". If it is a personal injury, fill out the Recreation and Parks Public Event – Injury Report.

Event Name: _____

Town Property: Facility Park Street

Date: _____ Time: _____ am / pm

Report Prepared by: _____ Signature: _____

Type of Incident

- Public/Customer Complaint
 Vandalism
 Theft
 Child Management
 Accidental Damage
 Lost Item
 Property Damage
 Other _____

Name and Contact Info for Witnesses or other persons involved, if known.

Name	Address	Email Address	Telephone

Did the incident create a dangerous condition? i.e. broken glass on playground, live wires exposed pothole on road, etc. Y N

If a dangerous condition was created, what was done about it?

Were there any contributing factors? (i.e. clothing, footwear, weather/road conditions)

If any, which Emergency Services were involved: Police Fire Department Ambulance
 Official's Name: _____ Badge#: _____

Date: _____ Time: _____ am/pm

Police Occurrence # _____

Staff Name: _____

Other Follow-up Action Taken

Community Development Coordinator or other Town staff contacted? Yes N

If yes, when? Date: _____ Time: _____ am/pm

Community Development Coordinator's or other Town staff Name: _____

Were representatives from the Media present? Yes No

Please complete details in space provided:

Media:

Reporter's Name:

_____	_____
_____	_____
_____	_____
_____	_____

If a diagram would assist you in describing what happened, please use the space below:

This form must be submitted to the Recreation Supervisor – Community Development within the first business day following the event.

Report Submitted By: _____ Date: _____

Reviewed by:

Community Development Coordinator: _____ Date: _____

Recreation Supervisor

–Community Development: _____ Date: _____

Manager: _____ Date: _____

Personal information on this form is collected under the authority of the Municipal Act, R.S.O. 1990, CF 31 and will be used to facilitate the investigation of personal accident/incident/rescues arising in programs and facilities. Questions should be directed to the Commissioner of Recreation & Parks at 905-873-2601, ext. 2265.