



Incident Report Checklist

When writing out the information regarding the incident that occurred, respond where appropriate to each of the following:

- ① Who was involved?
- ② Who were the witnesses?
- ③ List the facts regarding what happened.
- ④ What happened just before the incident?
- ⑤ Where did the incident happen?
- ⑥ What happened immediately after the incident?
- ⑦ What is your opinion about why the incident happened?
- ⑧ What was the exchange of words, please be specific.
- ⑨ Were any rules broken? If so, which one(s)
- ⑩ What one thing could you have done to prevent the incident?
- ⑪ What would prevent a similar incident from happening in the future?
- ⑫ In your opinion, what should the consequences be?
- ⑬ Is there any other information that should be shared about this incident?