UNIVERSITY OF NORTH FLORIDA
RECREATION
INCIDENT REPORT FORM

Patron Name:____________________________________________Age:______________
N#:____________________________________________________
Parent/Guardian’s Name:_____________________________________________________(if patron under 18)
Address:__________________________________________________________________
City, State, Zip:____________________________________________________________
Phone Number:__________________________Affiliation:________________________

Date & Time of Incident:_____________________________________________________

Detailed Description of the Incident:

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

Care Provided:
(and by whom)

________________________________________________________________________
________________________________________________________________________

Was patron advised to seek professional medical attention? ____ Yes ____ No _____ N/A
Witnesses to Incident: Witness statement on back: ____ Yes _____ N/A
1. Name ________________________ Affiliation: _________________________________
   Phone & Address: __________________________________________________________
2. Name ________________________ Affiliation: _________________________________
   Phone & Address: __________________________________________________________
Campus police notified? ______ Yes _____ No

Employee Signature ___________________________ Date ______________________


Manager Signature ___________________________ Date____________

Witness Statement

Witness statement is to be recorded by a Recreation staff member. Be sure to encourage the witness to only report the facts that they observed and to refrain from any speculations or opinions.

Witness #1

What did you see / what happened?

Witness #2

What did you see / what happened?