

RESERVOIR COMMUNITY FARM / GVI INCIDENT REPORT

PART 1: YOUR INFORMATION

Name: _____

Phone Number: _____

Address: _____

E-Mail: _____

Relationship to Farm/GVI: *(Check one)*

GVI Employee or Intern

Board Member

Farm Crew

Youth Summer Crew

Other (please specify) _____

PART 2: INCIDENT DETAILS

Date: _____
(Include day of week)

Time: _____
(Specify AM or PM)

Location: _____
(Be as specific as possible)

PERSONS INVOLVED IN THE INCIDENT:

<i>Name (first & last)</i>	<i>Relationship to Farm (e.g. employee, youth intern, volunteer)</i>	<i>Address</i>	<i>Telephone Number</i>

DID THE INCIDENT INVOLVE ANY OF THE FOLLOWING? CHECK ALL THAT APPLY:

Wild animal(s)

Physical safety threat

Blood, saliva, bodily fluids

Verbal abuse

Farm equipment or buildings

Known or suspected food contamination

If there is not enough writing space, please continue writing on a separate sheet of paper and include in envelope with incident report

RESERVOIR COMMUNITY FARM / GVI INCIDENT REPORT

PART 3: INCIDENT DESCRIPTION

(Please be concise, write in third person [Instead of, "I walked to the gate," write "Name walked to the gate,"] provide all relevant information, and write legibly)

PART 4: WITNESSES TO INCIDENT *(Do not list anyone named in description of incident as a witness)*

<i>Name (first & last)</i>	<i>Relationship to Farm (e.g. employee, youth intern, volunteer)</i>	<i>Address</i>	<i>Telephone Number</i>

PART 5: SIGNATURE

I hereby certify that the above information is true and complete to the best of my knowledge.

Signature: _____

Date: _____

If there is not enough writing space, please continue writing on a separate sheet of paper and include in envelope with incident report