

ACCIDENT/INCIDENT FORM - STANDARD OPERATING PROCEDURES

- Supervisors are responsible for verifying that previous versions of these reports are destroyed immediately.
- **When an Accident/Incident occurs, please follow these procedures:**
 - Contact your supervisor immediately.
 - Provide First Aid as needed.
 - Call 9-1-1 if necessary.
 - Gather information about the accident/incident.
 - Completely fill out all of the requested information.
 - If an injury, be specific on what the injury was.
 - **Example 1:** *“Little Johnny was running on the pool deck in front of the concession stand. He tripped on his noodle and received lacerations to both knees, and his chin.”* **Example 2:** *“Mrs. Jones entered the water in the deep end(far side) from the ladder. She ducked under the lane line. As she came back up, the wind swept an umbrella off a table. The umbrella hit her on the right side of the face. She has visible bruising on the right cheek.”*
- If an incident, be specific on what the incident was.
 - **Example:** *Tommy left his wallet wrapped up in a shirt on table #3. After swimming for an hour, he went back to his wallet to get money for a snack. The wallet was missing. Tommy arrived at the pool at 12 noon. He noticed the wallet was missing at 1:50pm.”* Attach any photos, additional documentation or witness statements as necessary.
- Sign your name and submit to the Supervisor immediately after the incident.
- If you have any questions, please see your supervisor.