INCIDENT REPORT FORM for the Safety Assist Program

Safer Communities Australia Inc
78 Edmund Ave, Unley SA 5061
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Email: safetyhs@senet.com.au

Name of Safety Assist member or business:

Address:

Details of Incident:

Date _____ Time (approx) _____ Age (approx) _____

Notes:

- When completed, this form should contain sufficient details to assist Association officers, police officers or insurance officers should there be further enquiries or actions after the report.
- In the report, it is not necessary to include the name/s of those being assisted.
- A sample report might be:

  "On 17 March at approximately 5.00pm a twelve year old girl arrived at my home in a distressed state. Two older boys were harassing her on the way home from the shops. I phoned her mother at 5.15pm. The girl was reunited with her family by 5.30pm."
- Safety Assist members are urged to report incidents promptly (within 7 days of the date of the incident).
- Completed Incident Report Forms can be mailed or faxed to the Association office. Reports can also be phoned through, or e-mailed (Incident Report Forms are available on the Association's web site).