**Market Incident Report Template – revise to make it your own**

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| **Date of Incident: DD/MM/YYYY.** *Keep on file for 1 year* |
| **Location of Incident** (be as specific as possible – stand or street number): |
| **Time of Incident:** |
| **Type of Incident** (physical injury, accident, robbery, damage to property etc.)**:** |
| **Description of Incident/Accident/Injuries** (Full details for each party involved):  |
| **Upload photos:** |
| **Action(s) Taken:** |
| **Follow-up Required:** |
| **Repair or maintenance Required:** |
| **Contact Information For Parties Involved:** |
| Name: |
| Address: |
| Phone number: |
| Name: |
| Address: |
| Phone number: |
| Name: |
| Address: |
| Phone number: |

**Contact Information For Witnesses**

(request written statements and permission to share them and contact information)

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| --- |
| Name: |
| Address: |
| Phone number: |
| Name: |
| Address: |
| Phone number: |

**Contact Information For First Responders**

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| What service(s) responded (police, fire, paramedics, by-law etc.): |
| What were their names and mobile phone numbers |
| Name: |
| Phone number: |
| Name: |
| Phone number: |
| Name: |
| Phone number: |

**Market Staff/Volunteers/Vendors Involved**

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| --- |
| Name: |
| Involvement: |
| Name: |
| Involvement: |
| Name: |
| Involvement: |

**Form Completed By (print name**): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Signature:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**Date signed**:\_\_\_\_\_\_\_\_\_\_\_\_\_

 DD/MM/YYYY