INCIDENT REPORT *filed by* _____

Date/time during dance: _____

Person reporting safety violation (Keep anonymous when discussing)

_____

Info for follow-up: email, phone, in person at next dance,

_____

Who it was reported to _____

Person being reported (accused) _____

(Address, email) _____

What was reported/describe incident

_____

_____

_____

_____

Organizer's actions taken and the **violator's respons**e [incident LEVEL: 1 2 3]

_____

_____

_____

Follow-up action: _____

_____

_____

Follow-up with person who experienced/witnessed the safety violation

_____

_____

_____

_____

Additional notes on back →

INTERVIEW CHECKLIST

(Below are mostly additional items not included in report)

During Initial Interview with reporter

____ Explain policy and procedures

____ Give reporter copy of policy

____ Offer to locate another person to stay with them while we talk to accused

Interview with Accused

___ Record reaction of accused when told about violation

___ Get person's contact information

___ Explain policy and procedures

___ Give accused copy of policy

___ Determine next steps (based on their reaction and on the nature of the behavior)

___ Issue initial verbal or written warning if behavior determined inappropriate

___ Give written second warning in person or via certified mail

___ Inform accused if further investigation is needed

Follow Up

___ Tell result of interview to reporter

___ Discuss incident between organizers in person or phone

___ Conduct any additional investigation

___ Complete the record of the incident and save it on paper
(do not email or give copies out to others)