**Exhibit 10-4 Example: Incident Report\***

Instructions: The Manager on Duty (MOD) has the responsibility of completing and submitting this form to management immediately following an incident. All parties involved in the incident need to be reminded to keep all aspects of the incident private, confidential, and secure.

Date of Incident: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ MOD Completing this Form: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Check (√) the type of incident:**

\_\_\_\_\_ Participant/Member behavior

\_\_\_\_\_ Participant/Member complaint

\_\_\_\_\_ Employee behavior

\_\_\_\_\_ Employee complaint

\_\_\_\_\_ Equipment issue, e.g. malfunctioning, broken, damaged, warning label missing

\_\_\_\_\_ Facility issue, e.g., security, flooring, electrical, HVAC, locker/shower area, cleaning

\_\_\_\_\_ Signage issue, e.g., missing, destroyed, unreadable

\_\_\_\_\_ Other, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Description of Incident (be specific):**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Incident Follow-Up (to be completed by management):**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Incident Report Filed and Securely Stored: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Date)**

\*An incident is a situation that occurred during any hours of operation. If a personal injury occurred, an Injury Report must be completed. If an evacuation occurred, an Evacuation Report must be completed. This form is not a substitute for “daily” inspections of the equipment and facility – that is a separate form.