

# INCIDENT REPORT FORM – VULNERABLE ADULTS

## Toronto Monthly Meeting

Friends' House  
60 Lowther Ave

### Information on person completing report

Name:	
Position (employee/member/attender)	
Phone:	E-mail:
Date of completion of report:	

### Information on individuals directly involved in incident:

Vulnerable adult allegedly harmed:	Person allegedly causing harm:
Age:	
Connection to Meeting:	Connection to Meeting:
Address:	Address:
Telephone:	Telephone:
E-mail:	E-mail:
Other information:	Other information:

**Witnesses:**

<b>Witness # 1</b>	Phone or e-mail:
Relationship to person who allegedly caused harm:	Relationship to vulnerable adult allegedly harmed:
<b>Witness # 2</b>	Phone or e-mail:
Relationship to person who allegedly caused harm:	Relationship to vulnerable adult allegedly harmed:

**INCIDENT DETAILS**

Time & date of incident(s):	
Location of incident:	
Description of incident:	
<b>Action taken:</b>	
Reported to police?	If yes, police report number? Name of officer?
Reported to Contact Person?	If yes, who?

**Signature:** \_\_\_\_\_

**INCIDENT REPORT FORM II  
ACTIONS TAKEN**

**Toronto Monthly Meeting**  
Friends' House  
60 Lowther Ave., Toronto ON

**Record all details of followup action, including: dates people spoken to, and meetings with them, decisions made, final resolution**

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**Store in the locked files in Toronto Monthly Meeting office.**