



University of Nebraska-Lincoln Youth Activity Incident Reporting Form

If an incident occurs involving youth during an event sponsored by UNL or held on UNL property, this form must be completed and forwarded to UNL's Risk Management Specialist **within 24 hours of the incident.**

Email to: riskmanagement@unl.edu

Date/Time of Incident: _____ Location of Incident: _____

Title of Event: _____

Please explain the specific details of the incident:

Detail any action taken to resolve or mitigate the incident:

Individual(s) Involved:

Participating Youth	Parent Name	Permanent Address	Phone
1			
2			
3			

If more space is needed, list within details section

Activity Worker(s) Involved:

Name	Phone	Email
1		
2		

If more space is needed, list within details section

Sponsoring Nebraska Organization's Dean/Department/Director:

Name _____ Phone _____ Email _____

Activity Director:

Name _____ Phone _____ Email _____

Form Completed by:

Name _____ Phone _____ Email _____

Date Form Submitted: _____

Questions may be directed to Risk Management at 402.472.2600 or riskmanagement@unl.edu,
or to the Vice Chancellor of Business and Finance at 402.472.4455 or to vcbfoffice@unl.edu.