



OPIRG Brock Incident Report

Instructions:

This report is used to report issues to the OPIRG Brock Board of Director' Accountability Committee. When completed, email to to opirgb@gmail.com with "INCIDENT REPORT SUBMISSION" in the subject line.

By submitting an OPIRG Brock Incident Report, the person/people submitting understands that it is at the discretion of the OPIRG Brock Board of Directors, in accordance with any related OPIRG Brock policies, to decide how to proceed with all matters related to the organization. As such, it is at the discretion of the OPIRG Brock Board of Directors if they bring any outlined incidents to any other OPIRG Brock personnel (e.g. OPIRG Provincial, staff members, volunteers, etc.).

If this form is filled in by a Board Member or Staff member on behalf of someone else (e.g. if the report was completed at a meeting), please keep the person reporting the issue anonymous, unless they want their name listed.

Form Submission:

1. Date of Incident Report Form Submission:

[INSERT ANSWER]

2. Date of Incident(s):

[INSERT ANSWER]

3. Name/type of event that incident(s) occurred at:

[INSERT ANSWER]

4. Number of event/meeting participant(s) impacted:

[INSERT ANSWER]

5. Person(s) involved in the incident(s) who caused harm:

[INSERT ANSWER]

6. OPIRG Brock personnel present at incident(s) (if any):

[INSERT ANSWER]

7. Incident description(s):

[INSERT ANSWER]



8. Key problem(s) and or impacts on you from the outlined incident(s):
[INSERT ANSWER]

9. Step(s) forward and/or action(s) you are requesting happen as a result of this Incident Report. Requests will be reviewed and considered by the OPIRG Brock Board of Directors:
[INSERT ANSWER]

10. Are you willing to have a follow up meeting with the OPIRG Brock Accountability Committee, if deemed necessary by the committee?
[INSERT ANSWER]

11. If yes, please provide an email and/or phone number where you can be reached at:
[INSERT ANSWER]

12. Please list any scheduling, accessibility, or safety considerations you wish to share in order to submit this report.
[INSERT ANSWER]

13. Please note any questions, points of consideration, or other information related to the outline incident(s) that you wish to share and feel you were not able to outline in a previous question.
[INSERT ANSWER]

For administrative use only.
OPIRG Brock personnel filing report (if applicable):
Date: