

Kitsap County Severe Weather Shelter
General Incident Report Form for Volunteers

What are you reporting? (check all that apply)

- | | |
|---|---|
| <input type="checkbox"/> Site Property Damaged | <input type="checkbox"/> Guest Property Damaged |
| <input type="checkbox"/> Injury
<i>If seeking medical assistance, make
sure to take a medical form with you.</i> | <input type="checkbox"/> Other _____ |

SWS Site

- | | |
|--|---|
| <input type="checkbox"/> Port Orchard – First United Methodist | <input type="checkbox"/> Silverdale – Silverdale Community Church |
| <input type="checkbox"/> Poulsbo – Gateway Church | <input type="checkbox"/> Kingston – Village Greens |
| <input type="checkbox"/> Other (specify) _____ | |

Volunteer Information

Name _____	Badge Number _____
Phone Number _____	Email _____

Incident Detail

Date _____ Time _____ Location _____

Describe what happened. Include any contributing factors. Attach additional pages if necessary.

Describe the property damage and/or injury.

Witness Information

Name _____

Phone Number _____ Email _____

Is this a volunteer, guest, or other? _____

Volunteers: Submit a copy of the completed form to the site manager as soon as possible.

Site Managers: Please forward a copy of the completed form to MMoen@kitsap.gov and VMcCaslin@kitsap.gov within 24 hours of the incident.