

INCIDENT REPORT FORMS



DID YOU KNOW?

Sun City Oro Valley requires that an Incident Report be completed if there is a:

- Accident.
- Conflict or code of conduct issue.
- Theft.
- Abusive behavior to resident or employee.
- Any significant occurrence in or around the studio that you believe management of SCOV should be aware of.

PROCEDURE

Step #1: If medical services or a police officer is required, call 911 and give the dispatcher the address: 1495 E Rancho Vistoso Blvd, Artisan Center of SCOV.

Step #2: Send someone out to meet the emergency responder in order to direct the responder to your location.

Step #3: Fill out the **Incident Report Form** located on the bulletin board to the right of the class signup sheets. If the person refuses medical or police assistance, it is still mandatory to complete the Incident Report. Turn in the report to the Administration office (Welcome Center). If after hours and weekends, give the report to the monitor on duty at the Aquatic and Fitness Center.