



PACE for Minors Incident Report

This form is to be used for all incidents of illness, medical accident/injury, and camp rule violations including all incidents where campers are given a warning in which consequences are stated, or any early departures. Incidents are to be documented completely and emailed to the Programs for Minors Director at pace@utdallas.edu.

Instructions:

Call the Programs for Minors Director at (972) 883-3815 immediately (regardless of time of day) and give a detailed explanation of the incident.

Fill out all applicable sections of this report.

Email the completed report to pace@utdallas.edu within twelve (12) hours.

Save an electronic copy for any future reference.

Camp/Program Name

Camp/Program Information

Camp/Program Director Name

Person who Originally Reported Incident

Reporter Information

Date Report Completed

Information About the Incident

Date of Incident

Time of Incident

Location of Incident

Type of Incident

Behavioral Accident Illness

Other

Detailed Description of Incident

Was medical treatment provided?

Yes Not Applicable

Other

If yes, where was treatment provided?

on-site ER

Other

Were there any witnesses to the incident?

Yes No

Witness Information

Was this incident reported to law enforcement?

Yes No Not Applicable

Date Reported to Law Enforcement

If applicable, did you contact The Texas Department of Child Protective Services

Yes No Not Applicable

Were parent(s) or legal guardian notified?

Yes No

If so, who and when? (date/time)

Consequences of Incident

Was there follow-up contact?

Yes No

Additional Comments

If yes, date and by whom?

For PFM Office Use Only

Date Report Received

Date Sent to Chief Compliance Officer