

Town of West Seneca - Incident, Property & Liability Report (WSREC) 9125

Please complete and submit this form to report all accidents, incidents, behavior issues, property damage, and other liability situations. This must be submitted to the Recreation Office by the end of shift.

Today's Date	Date of Incident	Time of Incident w/ AM/PM	Location Name & Address	Number of People Involved <small>A separate report is needed for each person</small>

Name of Person (Last Name, First Name)	
Address (House #, Street, City, State, Zip)	
Phone Number (with area code)	
Age of Person	
Did the person remain at the program/ facility?	

If minor (anyone under 18 years of age)

Name of Parent/Guardian	Phone Number	Method & Result Contact <small>Parent/Guardian Must be contacted at time of report regardless of severity</small>

Nature of Injury (Type)
Injured Body Part(s) Include Left, Right, Top, Bottom, Etc.

Description of Incident (ie: how did this happen) including surroundings & weather:

Was First Aid or Any Other Care Given?	If so, what?	If so, by whom?
Were authorities called?	If so, who was called?	Report Number

Was the scene investigated?	Employee Name	Were photos taken, evidence secured or defective conditions noted? If yes, attach or note below.	Employee or Department responsible for maintaining location where loss occurred

Witness First/Last Names & Phone Number with Area Code If none, write N/A		
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Notes:

Report Completion

Name of Person Completing Report	
Title	
Signature	
Date	
Number of Attachments	
Recreation Leader, Supervising Guard or other Leadership Level Employee on Duty Signature	

Signature of Person (If minor Parent/Guardian)	Print Name	Date	Relationship
			Circle Self Parent/Guardian

Office Staff Processing:

Please Email Copy To: West Seneca Legal Department: dwebber@twyny.org and
Cc: Tompkins Insurance Agencies: AVanCott@tompkinsfinancial.com,
Cc: Recreation Supervisor Masset lmasset@twyny.org,
Save to 2025 Recreation > Accident Incident Reports.
Scan Subject: Last Name, First Name MDY (DATE) ie: Smith, John 06172025.

Contact person: Diane Webber / Phone: 716-558-3240