

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			
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:

Email copy to: Diane Webber (West Seneca Legal Department) at dwebber@twyny.org

Cc: Ann VanCott (Tompkins Insurance Agencies) at

AVanCott@tompkinsfinancial.com

Cc: David Cox (Recreation Supervisor) at dcox@westseneca.gov

Label File as: Last Name,First Name.Incident Report.MM.DD.YR and

Save to: 2026 Recreation > 2026 Accident & Incident Reports

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