

**Seven Hills Caring Calls
Incident Report**

The incident form is used whenever there is a participant who is not answering the phone and has not left a message on the answering machine informing city hall that they will not be available to receive their call.

The incident could be as simple as, “no answer, called emergency contact and was informed she went to breakfast with friends. No follow-up necessary, emergency contact will talk to participant about remembering to call.” But it could also be much more involved if we have to get the police involved and a wellness check is provided. Please be as detailed as possible.

Date: _____ Time: _____

Name: _____

Address: _____

Phone: _____

Emergency contact notified? ___Y ___N ___Left message

Description of Incident:
