

Member Incident/Accident Reporting Procedures for ALL incidents or accidents.

YMCA OF THE USA # 1177

1. Immediately respond to injured person.
2. Provide assistance to the member, as needed.
3. Report incident to your supervisor or Manager on Duty.
4. Call 911, if necessary.
5. If a minor has been injured, immediately contact parent(s) or guardian(s).
6. Fill out the Incident/Accident Reporting Form (other side).
7. Forward copy of completed Member Incident/Accident Reporting Form to Metropolitan Office, Human Resources/Risk Management, within 24 hours.
8. Phone serious incidents/accidents to Metropolitan Office, Human Resources/Risk Management (Pam Jones), immediately (954-334-9622 or cell phone 954-789-4926).
9. The carrier will contact appropriate parties regarding their rights and benefits.
10. If there is reasonable cause to suspect that a child is abused, abandoned or neglected by a parent, legal custodian, caregiver or other person responsible for the child's welfare, **it is your legal obligation** to report immediately such knowledge or suspicion to the Florida Abuse Hotline of the Department of Children and Families at 1-800-962-2873 (1-800-96-ABUSE).
11. Note the Abuse registry report number and counselor name and ID number on the front of this incident/accident report.

**YMCA of Broward County Metropolitan Office, Attn: HR/Risk Management
1830 W. Broward Blvd.
Phone: 954-334-9622 Fax: 954-334-9629**