Klarstig

# Government & Public Administration Incident Report

**FICTIONAL EXAMPLE FOR ILLUSTRATION. NAMES, ADDRESSES AND NUMBERS ARE INVENTED.**

Provide a clear record of the period or event, findings and actions. Separate confirmed results from estimates and items still awaiting verification.

## Contact and reference

**Organization using this document**

Maple Street Community Center

**Your name or contact reference ***

Alex Rivera

**Email for a reply if needed**

alex.rivera@example.com

## Information for this document

**Reporting date or period ***

November 14, 2026

**Scope of the report ***

Covers the weekend youth program at the main hall from 1 to 14 November, including set-up and clean-up.

**Key findings ***

Attendance rose from 42 to 57 people; two sign-in sheets were incomplete and have been re-checked.

**Evidence data and references ***

Maria Lopez, volunteer coordinator, Eastside Food Pantry, (555) 010-0163.

**Issues changes or exceptions**

The Saturday session started 20 minutes late because the room was double-booked; no other exceptions.

**Actions completed and actions proposed ***

Replaced the faulty door latch on 14 November; next review of the entrance checklist is due 1 December.

**Owners and target dates**

Facilities lead: entrance repairs by 30 November. Program coordinator: updated sign-in process by 5 December.

## Specific details

**Incident or case reference**

Complete when relevant to this request.

REF-2026-0150

### Confirmed facts impact and outstanding investigation points

A visitor slipped on a wet floor near the entrance at 10:15 a.m. No injury; the area was dried and a warning sign placed.

## Operating context

### Public body service and case reference

Complete when relevant to this request.

Operations

### Published procedure deadline and authorized receiving team

(Free-text answer - not filled in for this example)

## Limitations and what needs setup

- Submitting the form records the answers in your workspace. It does not approve, schedule, charge or reply on its own unless you add that step to the workflow.
- Email notifications, approval routing, document generation and connections to other systems are available but not switched on until you configure them.

### Want help tailoring this form? Free, Starter and Pro include five personal setup sessions, up to 30 minutes each, per new organization.

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