



Injury/Property Damage Report

Quick Reference Guide for Staff & Volunteers

Purpose of This Form

A secure digital tool for reporting **any injury, illness, or property damage involving a non-employee** during MSU Extension or 4-H programs. All submissions go directly to **MSU Risk Management & Insurance (RMI)**.

Form Link:

<https://forms.office.com/r/nWiXK0kH5N>

Accident/Incident Report Form
<https://forms.office.com/r/nWiXK0kH5N>
Must be done by volunteers or staff online.



Include staff info:
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Who Can Submit

- **Volunteers** may submit the digital report directly.
- **Staff** may submit reports on behalf of volunteers, parents, or others.
If you see it, hear about it, or respond to it — you can report it.

When a Report is Required

Submit a report **as soon as possible** after any of the following:

- Injury to a youth, volunteer, parent, or visitor (even minor injuries)
- Illness during a program requiring care or early dismissal
- Property damage during a 4-H or Extension activity
- Any incident that could lead to a claim or concern later
- Emergency responders are called (after calling 911 first)

Do NOT use this form for:

- Employee injuries → Workers' Compensation

To contact an expert in your area, visit extension.msu.edu/experts or call 888-MSUE4MI (888-678-3464)

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Information Needed

- Date, time, and location
- Clear description of what happened
- Environmental conditions (weather, surfaces, equipment)
- Actions taken (first aid, EMS, parent contact)
- Names and contact information of those involved
- Supervisor/administrator to notify
- Optional: additional email for county requirements
- Optional: photos or documentation

After You Submit

- The report will route to the 4-H PC entered in the form for their review.
 - If they approve, it will automatically route to RMI.
 - If they reject, you will need to review with the 4-H PC and a new, revised form will need to be resubmitted.
- Supervisor/administrator receives a copy for review and approval
- RMI may request clarification or additional details
- Staff assist families with **American Income Life** claims if applicable

Examples of When to Report

- Youth scrapes knee at a club meeting
- Volunteer breaks school equipment
- Camper becomes dizzy/vomits during outdoor activities
- Parent slips on wet grass at an event
- Horse kicks a building causing damage

When in doubt, report. Early documentation protects youth, volunteers, staff, and the program.

Support

MSU Risk Management & Insurance

riskmgmt@msu.edu

517-355-5022

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