



Take Home Action Steps

- Create forms to help you track (evidence, statement, communications)
- Identify person in organization responsible for collecting, documenting, and preserving evidence, documenting statements, and collecting pertinent documents (medical form, liability release form, etc.).
- Educate staff about the discoverability of internal communications and the need to be thoughtful about what they say about an incident.
- Confer with an attorney about your incident report process and potential protections