

# Incident Report for Outside Occurrences

Native Women's Shelter of Montreal

Organization involved: \_\_\_\_\_

People affected: \_\_\_\_\_

Professionals involved: \_\_\_\_\_

Place of incident: \_\_\_\_\_

\_\_\_\_\_

Date of incident: \_\_\_\_\_

\_\_\_\_\_

Time of incident: \_\_\_\_\_

Supervisor at location: \_\_\_\_\_

Time of report: \_\_\_\_\_

Employee number(s): \_\_\_\_\_

Report submitted by: \_\_\_\_\_

Contact information for professionals

Signed: \_\_\_\_\_

(email/phone): \_\_\_\_\_

### Incident involved:

- Language barrier
- Barriers to accessing services
- Unfair treatment
- Verbal racism
- Behaviour showing racism
- Lack of cultural or historical knowledge
- Systemic or institutional racism (Policies, practices and structures which place Aboriginal people at a disadvantage.)
- Other forms of discrimination (poverty, class, gender, etc.)
- Other: \_\_\_\_\_

### Details of incident:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

### Effect on person:

\_\_\_\_\_

\_\_\_\_\_

### Action plan:

- Request meeting with supervisor at location
- Write a letter to organization/institution.
- Submit incident report to organization
- Suggestion of workshop or training to organization.
- Complaint to ombudsman or formal complaint process.
- Debrief/offer support to persons affected.
- Other: \_\_\_\_\_

\_\_\_\_\_

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