



# SAFETY INCIDENT REPORTING SYSTEM™

## COURSE OBJECTIVES



Education, Prevention, and Mitigation for Violence in the Workplace

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# **AVADE® Safety Incident Reporting System™**

## **Modules and Objectives**

**This training is designed to teach staff the overall basics of documentation, conducting interviews and taking notes, stylistic writing of narratives, full picture perspectives, fact-based reporting, different types of documentation, use of force documentation, grammar-punctuation-spelling, and post-incident follow-ups.**

The Safety Incident Reporting System™ (SIRS™) Training is for individuals involved in public safety and in professions where conflict, aggression, workplace violence, and safety situations are prevalent. If you're a police officer, security officer, ER nurse, bartender, EMT, or anyone who deals with upset, disgruntled people, and violent individuals, this training is for you and everyone else who needs to be able to document what happened, what they did and how they did.

### **1 | FIRST RULE OF REPORT WRITING = W-W-W-W-W-H**

The learner will accurately document an incident by applying the W-W-W-W-W-H framework to produce complete, objective, and factual reports.

### **2 | INTERVIEWS AND NOTE-TAKING SKILLS**

The learner will effectively gather, retain, and document information by applying structured interviewing techniques and proper note-taking skills to ensure accurate, complete, and reliable incident reporting.

### **3 | NARRATIVE CHARACTERISTICS**

The learner will develop clear, detailed, and well-structured incident narratives by applying key narrative characteristics, incorporating factual statements and quotations, and organizing information into an effective beginning, body, and resolution.

### **4 | BEFORE, DURING, AND AFTER**

The learner will accurately document incidents by describing what occurred before, during, and after the event in clear chronological order using proper past-tense reporting.

## **5 | TELL THE STORY (NON-FICTION)**

The learner will effectively write clear, engaging, and accurate incident reports by telling the story in first-person, using active voice, proper paragraph structure, and including all essential facts of the incident.

## **6 | TYPES OF DOCUMENTATION**

The learner will understand different types of incident reports—handwritten, electronic, and event/dispatch logs—by recognizing the appropriate format and the necessary factual details for clear and accurate documentation.

## **7 | DOCUMENTING USE OF FORCE**

The learner will understand how to accurately document incidents involving self-defense and use of force by recording all relevant actions, techniques, timing, de-escalation efforts, and observed behaviors to ensure clear, factual, and legally defensible reports.

## **8 | GRAMMAR, PUNCTUATION, AND SPELLING**

The learner will understand and apply proper grammar, spelling, and punctuation to produce clear, professional, and accurate incident reports that minimize errors and reduce risk or misinterpretation.

## **9 | REPORT WRITING SKILLS**

The learner will understand and apply effective report writing techniques by avoiding ambiguous pronouns, jargon, wordiness, and redundancy, while being specific and clear to produce accurate and professional incident reports.

## **10 | POST-INCIDENT FOLLOW-UP**

The learner will understand how to complete accurate incident reports and addendums, track and trend information, and conduct post-incident follow-up to ensure clarity, accountability, and proactive documentation.