



YMCA OF CENTRAL NEW YORK WORKPLACE SAFETY & CHILD ABUSE PREVENTION TRAINING 2025	
TRAINING TOPIC	TRAINING MONTH
Incident Reporting	October

Purpose: It is important that all injuries, accidents, and occurrences, are reported so that they can be investigated, the causes determined, and the risk eliminated. Reporting incidents helps prevent additional injuries and occurrences and also increase workplace safety.

INCIDENTS ARE NOT JUST INJURIES! They can be property damage, alleged abuse situations, lost child/person situations, etc. **PLEASE BE SURE TO DOCUMENT ANY OCCURRENCES.**

Incident Reports are for internal purposes only. Members, guests, and volunteers should not receive copies at any time.

PLEASE UTILIZE THIS INCIDENT REPORT DOCUMENT:

[YMCA Incident Reporting Form 2025.pdf](#)

Please download a copy (This is a fillable pdf)

WHAT TO REPORT

Major Incidents:

Monday–Friday 8am–5pm: Report to Tasha Molnar, Claims Advocate via phone 315-703-3202 and email: tmolnar@haylor.com

Non-business days, weekends, and holidays, contact AmTrust via phone 888-239-3909.

***Please Note:** All incident reports should still be emailed to Tasha if AmTrust is called.

Major incidents include:

- Death or life-threatening injury
- Medical events such as cardiac arrest
- Alleged sexual abuse or physical abuse when it comes to youth
(NYS Central Register of Child Abuse and Maltreatment (SCR) should be your first call: 800.635.1522)
- Aquatics events that require oxygen, CPR, rescue breathing or AED

If you need to report an immediate incident, a follow-up to the incident needs to be provided to the Branch District Executive Director, Branch Executive Director, Senior VP of Operations, and Associate Vice President of Program Excellence within 24–48 business hours. See below for contact information. **PLEASE BE SURE TO CONTACT THE MEMBER TO PROVIDE AN UPDATE AND OUTCOME OF THE INCIDENT.**

Minor Incidents:

Please report all other incidents to Tasha Molnar tmolnar@haylor.com within 24–48 business hours via email:

- Slip/Fall Injuries

- Individuals injured in YMCA activities
- Incidents where 911 is called, transported by ambulance, seeking any type of medical attention

ANY INJURY THAT TAKES PLACE IN DIRECT RESULT FROM A YMCA ACTIVITY NEEDS TO BE REPORTED.

tmolnar@haylor.com

PLEASE BE SURE TO CONTACT THE MEMBER AFTER THE INCIDENT TO PROVIDE AN UPDATE AND OUTCOME ON THE INCIDENT REPORT PRIOR TO SUBMITTING.

When submitting the incident report, please be sure to include the following in the subject line:

New Notice for YMCA of CNY; Policy# WPP2057071 00

INCIDENTS NOT NEEDING TO BE REPORTED, BUT FILED:

- Individuals do not want an incident report completed, but we fill one out for best practices
- Fights among members, residents, etc.
- Illnesses like stomachache and lightheadedness, unless a direct result of a YMCA activity
- Missing child/person

These incident reports should be sent to those listed below but not emailed to AmTrust.

BE SURE TO INCLUDE THE FOLLOWING PEOPLE ON THE EMAIL WHEN REPORTING ANY INCIDENT:

Megan Davis- mdavis@ymcacny.org

Penny Snell- psnell@ymcacny.org

Branch Executive Director's or Associate Exec's Contact:

- East/Evergreen- jkorzyp@ymcacny.org
- Manlius- jburgess@ymcacny.org
- Southwest- rwong@ymcacny.org
- Downtown- vmartell@ymcacny.org
- Northwest- dsargalski@ymcacny.org
- North- cwilcox@ymcacny.org
- Arts & Education- pmemmer@ymcacny.org

East, Southwest, North, & Manlius Branches BE SURE TO INCLUDE (additional to the above):

Amber Shannon (Manlius & North)- ashannon@ymcacny.org

Jack Korzyp (East & Southwest)- jkorzyp@ymcacny.org