

Incident Report Form

An Incident Report Form can be used to report when an incident occurs inside or outside the classroom that needs additional college staff involvement and possibly referral to outside agencies. It should be completed shortly after the incident has occurred and will be reviewed for action.

Person Reporting Incident Info

Name of person reporting the incident * _____

Address * _____

City * _____

State * _____

Zip Code _____

Phone * _____

Incident Information

Date & Time of Incident * _____
(Format: 2020-04-03 17:24)

Location of Incident * _____

People Involved * _____
(Please list all parties involved and any contact information obtainable)

Witnesses _____
(Please list all witnesses and any contact information obtainable)

Incident Details

Description of Incident * _____
(Give as much detail as possible)

Assessment of Injury _____
(Please describe injuries if any)

Referred to _____