**INCIDENT REPORT FORM**

Use this form to report accidents, injuries, medical situations, criminal activities, traffic incidents, or student behavior incidents. If possible, a report should be completed within 24 hours of the event.

Date of Report: [DATE]

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| **PERSON FILING REPORT** |

Full Name: [FULL NAME] Title/Role: [TITLE/ROLE]

Signature: [\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_](https://esign.com/) Date: [DATE]

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| **THE INCIDENT** |

Date of Incident: [DATE OF INCIDENT] Time: [TIME] [ ]  AM [ ]  PM

Location: [LOCATION]

Describe the Incident: [DESCRIBE THE INCIDENT]

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| **PERSON(S) INVOLVED** |

1. Full Name: [FULL NAME] Address: [ADDRESS]

Identification: [ ]  Driver’s License No. [DL NUMBER] [ ]  Passport No. [PASSPORT NUMBER] [ ]  Other: [OTHER]

Phone: [PHONE] E-Mail: [EMAIL]

1. Full Name: [FULL NAME] Address: [ADDRESS]

Identification: [ ]  Driver’s License No. [DL NUMBER] [ ]  Passport No. [PASSPORT NUMBER] [ ]  Other: [OTHER]

Phone: [PHONE] E-Mail: [EMAIL]

1. Full Name: [FULL NAME] Address: [ADDRESS]

Identification: [ ]  Driver’s License No. [DL NUMBER] [ ]  Passport No. [PASSPORT NUMBER] [ ]  Other: [OTHER]

Phone: [PHONE] E-Mail: [EMAIL]

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| **INJURIES** |

Was anyone injured? [ ]  Yes [ ]  No

If yes, describe the injuries: [INJURY DESCRIPTION]

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| **WITNESSES** |

Were there witnesses to the incident? [ ]  Yes [ ]  No

If yes, enter the witnesses’ names and contact info:

1. Full Name: [NAME]

Phone: [PHONE]

E-Mail: [EMAIL]

1. Full Name: [NAME]

Phone: [PHONE]

E-Mail: [EMAIL]

1. Full Name: [NAME]

Phone: [PHONE]

E-Mail: [EMAIL]

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| **POLICE / MEDICAL SERVICES** |

Police Notified? [ ]  Yes [ ]  No If yes, was a report filed? [ ]  Yes [ ]  No

Was medical treatment provided? [ ]  Yes [ ]  No [ ]  Refused

If yes, where was medical treatment provided? [ ]  On site [ ]  Hospital [ ]  Other: [OTHER]

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| **OFFICE USE ONLY** |

Report received by: [FULL NAME] Date: [DATE]

Follow-up action taken: [FOLLOW-UP ACTION TAKEN]