

# INCIDENT REPORT FORM



## Activity/Event Details

Campus: **GBR**\_\_ **GTR**\_\_ **HPT**\_\_ **HVW**\_\_ **SFD**\_\_ **YKR**\_\_ **FVH**\_\_

Name of Event/Class \_\_\_\_\_ Location in Building \_\_\_\_\_

Staff Contact (for questions) \_\_\_\_\_ Email \_\_\_\_\_

## Involved Person (for multiple injuries from the same incident, please fill out multiple reports)

Name \_\_\_\_\_ Address \_\_\_\_\_

Age \_\_\_\_\_ Date of Birth \_\_\_\_\_ If Minor Parent's Name \_\_\_\_\_

Email \_\_\_\_\_ Phone # \_\_\_\_\_

## Injury or Incident Details (include statements from injured)

Date \_\_\_\_\_ Location of injury/incident room#, hallway, parking area etc.) \_\_\_\_\_

Conditions of area (weather, dry, wet, etc.) \_\_\_\_\_

Give Details of injury/incident:

Witness \_\_\_\_\_ Phone \_\_\_\_\_ Email \_\_\_\_\_

Witness \_\_\_\_\_ Phone \_\_\_\_\_ Email \_\_\_\_\_

First Aid/Type? \_\_\_\_\_ Did Liberty Medical Team Respond? \_\_ Y \_\_ N Team Member? \_\_\_\_\_

Was EMS Called? \_\_ Y \_\_ N If Minor, were parents notified? \_\_ Y \_\_ N Comments \_\_\_\_\_

## Incident Report Form Completed by:

Name \_\_\_\_\_ Title \_\_\_\_\_

Email \_\_\_\_\_ Phone \_\_\_\_\_

Date \_\_\_\_\_

Please make sure that you have legibly completed this form.

Page 2 to be completed for Damage to Property, Suspect Information, First Responders, Follow up Information, etc.



**Damage to Property Details**

What was damaged? \_\_\_\_\_ Where did damage occur? \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**Suspect Details** (if any of the above incidents involve a suspect, please give any details below)

Male\_\_\_\_ Female\_\_\_\_ Hair Color\_\_\_\_ Skin Color\_\_\_\_ Eye Color\_\_\_\_

Description of clothing \_\_\_\_\_

Unique Features/Marks \_\_\_\_\_ Vehicle Description\_\_\_\_\_

**Signatures**

Campus Pastor/Representative\_\_\_\_\_ Date\_\_\_\_\_

Safety Director/Assistant Director\_\_\_\_\_ Date\_\_\_\_\_

**Plan of Action** (suggestions for prevention, Actions taken, Plans to follow up etc)

**Notes, Additional Details, Comments, Follow up:**