This form should be used to report any incident, injury, illness, hazardous material spill, fire, property damage, alarm activation, near miss or unsafe condition. The completed form can be submitted to a supervisor, Campus Patrol officer, Director of Campus Safety or any member of the Risk Management Team.

### INSTRUCTIONS

This form should be used to report any incident, injury, illness, hazardous material spill, fire, property damage, alarm activation, near miss or unsafe condition. The completed form can be submitted to a supervisor, Campus Patrol officer, Director of Campus Safety or any member of the Risk Management Team.

### INCIDENT REPORT

| ☐ Incident (no injury) | ☐ Injury or Illness | ☐ Hazardous Material Spill | ☐ Fire / Explosion |
| ☐ Property Damage | ☐ Alarm Activation | ☐ Near Miss | ☐ Unsafe Condition / Compliance Issue |

Name of Person Completing Report: [first and last]

Date of Incident: [Click or tap to enter a date.]

I am a:

- ☐ Student
- ☐ Student Employee
- ☐ Staff Member
- ☐ Faculty Member
- ☐ Visitor / Guest
- ☐ Contractor

Time of Incident:

Cell:

Work:

Name:

Phone Number:

Department:

Location of Incident: [Please be specific. Include the name of the campus building, room number, or an accurate description of campus location if the incident occurred outdoors. If the incident occurred off-campus, include the address.]

Describe the incident. What happened? How did it happen? Please be as specific as possible.

Was anyone injured? If so, please identify the injured person(s) and describe the injury/injuries.

Was medical treatment provided?

- ☐ Yes
- ☐ No
- ☐ Offered but refused
- ☐ N/A

Please indicate type of treatment provided (check all that apply).

- ☐ On-site First Aid
- ☐ WorkMed / Urgent Care
- ☐ Emergency Room
- ☐ N/A

Were there any witnesses to the incident? If so, please provide their contact information below.

| Witness Name: | Phone Number: |
| Witness Name: | Phone Number: |

OFFICE USE ONLY

Report Received By: [Date: [Click or tap to enter a date.]]

NOTE: THIS REPORT DOES NOT CONSTITUTE AN ADMISSION OF LIABILITY BY WESTMINSTER COLLEGE.