



## INCIDENT REPORT FORM

Date of report: _____	Date of Incident: _____	Time of incident: _____ <input type="checkbox"/> AM <input type="checkbox"/> PM
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**PERSONAL INFORMATION—INJURED PARTY**

NAME: \_\_\_\_\_ AGE: \_\_\_\_\_ GENDER:  Male  Female

ADDRESS: \_\_\_\_\_ CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP \_\_\_\_\_

**INCIDENT DATA**

Location of Incident: \_\_\_\_\_

Description of Incident: \_\_\_\_\_

Was there damage to personal property?  YES  NO

If YES describe damage: \_\_\_\_\_

Was 911 called?  YES  NO Time of call: \_\_\_\_\_  AM  PM

Was anyone transported to an emergency facility?  YES  NO

Victim's signature (Parent / Guardian signature if victim is a minor): \_\_\_\_\_

**WITNESS INFORMATION**

Was there a witness to the incident? :  YES  NO If yes, please fill out information below.

NAME: \_\_\_\_\_ PHONE #: (\_\_\_\_) \_\_\_\_\_

ADDRESS: \_\_\_\_\_ CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP \_\_\_\_\_

**OFFICE USE ONLY**

**Report received by:** \_\_\_\_\_ **Date:** \_\_\_\_\_ **Time:** \_\_\_\_\_  AM  PM

**Action Taken:** \_\_\_\_\_

\_\_\_\_\_