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**Campus Incident Report Form**

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| **INCIDENT DETAILS** |
| Date and time of the incident | **:** |  |
| Location of the incident | **:** |  |
| Describe the incident | **:** |  |
|  |  |  |
| Details of the witnesses, if any | **:** |  |
|  |  |  |

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| **INCIDENT CATEGORY** |
| Select the appropriate category for the incident: |
|  |  |
| [ ]  | Physical Altercation |
| [ ]  | Theft or Vandalism |
| [ ]  | Harassment or Discrimination |
| [ ]  | Property Damage |
| [ ]  | Safety Hazard |
| [ ]  | Other (specify**) :** |  |

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| **PERSON(S) INVOLVED** |
| Name(s) of the person(s) directly involved in the incident | **:** |  |
| Affiliation (e.g., student, staff, faculty) of the person(s) involved | **:** |  |
|  |  |  |
| Nature and extent of injuries or damages | **:** |  |
|  |  |  |

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| **INCIDENT DESCRIPTION** |
| Provide a detailed description of the incident, including any relevant background information and factors that contributed to the incident | **:** |  |
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| **IMMEDIATE ACTIONS TAKEN** |
| Describe the immediate actions taken to address the incident, ensure the safety of individuals involved, and preserve the scene if applicable | **:** |  |
|  |  |

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|  |  |  |
| **REPORTING TO AUTHORITIES** |
|  |  |  |
| Specify whether the incident has been reported to campus authorities or law enforcement | **:** | [x]  YES [ ]  NO  |
|  |  |  |
| If yes, provide details of the report and any case/reference numbers | **:** |  |
|  |  |
|  |  |

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| **FOLLOW-UP ACTIONS** |
| Outline any follow-up actions or investigations that will be conducted as a result of the incident | **:** |  |
|  |  |

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| **PREVENTIVE MEASURES** |
| What preventive measures can be implemented to avoid similar incidents in the future? | **:** |  |
|  |  |

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| **ADDITIONAL COMMENTS** |
| Is there any additional information or comments you would like to include? | **:** |  |
|  |  |

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| **REPORT FILTER** |
| Name | **:** |  |
| Affiliation (e.g., student, staff, faculty) | **:** |  |
| Contact Details | **:** |  |

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