

Campus Incident Report Form

INCIDENT DETAILS

Date and time of the incident :

Location of the incident :

Describe the incident :

Details of the witnesses, if any :

INCIDENT CATEGORY

Select the appropriate category for the incident:

- Physical Altercation
- Theft or Vandalism
- Harassment or Discrimination
- Property Damage
- Safety Hazard
- Other (specify) :

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 :

INCIDENT DESCRIPTION

Provide a detailed description of the incident, including any relevant background information and factors that contributed to the incident :

IMMEDIATE ACTIONS TAKEN

Describe the immediate actions taken to address the incident, ensure the safety of individuals involved, and preserve the scene if applicable :

REPORTING TO AUTHORITIES

Specify whether the incident has been reported to campus authorities or law enforcement : YES NO

If yes, provide details of the report and any case/reference numbers :

FOLLOW-UP ACTIONS

Outline any follow-up actions or investigations that will be conducted as a result of the incident :

PREVENTIVE MEASURES

What preventive measures can be implemented to avoid similar incidents in the future? :

ADDITIONAL COMMENTS

Is there any additional information or comments you would like to include? :

REPORT FILTER

Name :

Affiliation (e.g., student, staff, faculty) :

Contact Details :

Template provided by:



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