

NOTE: Please remember to put one copy in Suzanne's box and one in the three ring binder labeled "Filed Incident Reports". Thank you!

INCIDENT REPORT FORM

Fill out and file this report with the library director immediately after the incident, preferably within one working day of incident.

Event:

Date of incident:

Time of incident:

Location of incident:

What happened? Describe in your own words the nature of the problem.

Witnesses to Incident. Staff or patrons? Telephone number if patron.

Were police or emergency personnel called? Yes _____ No _____
Name or badge number of personnel responding:

How was the incident resolved? Short narrative in your own words.

Signature of Staff Member _____ Date _____
