



INCIDENT REPORT

This form is to be used to report injury or death, as well as criminal acts or any threatening incidents. Reports are to be completed as quickly as possible and submitted to the Assistant Dean for Administrative Services, Melvill Hall, Room 492. If you need assistance in completing the form, please see personnel in the business services office or call (608) 647-6186 Ext 234.

DATE:

PERSON FILING REPORT:

TIME OF FILING REPORT:

TIME AND DATE THE INCIDENT OCCURRED:

DESCRIBE THE INCIDENT:

Describe the nature of the incident—what happened, where it happened, and who was involved. List any property damaged. Report only what you observed and what you were told. Avoid personal commentary.

Names and Witnesses:

List names and phone numbers (if possible) of persons involved and any others who may have witnessed the incident. Please request that those who witnessed the event also provide a written account of what they observed to the Assistant Dean for Administrative Services.