**Seneca Highlands IU9 Incident Report Form**

Use this form to report accidents, injuries, medical situations. (Incidents involving a crime or traffic incident should be reported directly to the Smethport Boro Police Department) If possible, the report should be completed within 24 hours of the event. Submit completed forms to the Executive Director’s Office.

| **INFORMATION ABOUT PERSON INVOLVED IN THE INCIDENT**  |  |  |  |
| --- | --- | --- | --- |
| Full Name  |  |  |  |
| Home Address  |  |  |  |
|  Student  |  Employee  |   | Visitor  |   | Vendor  |
| Phone Numbers  | Home  | Cell  |  | Work  |  |

| **INFORMATION ABOUT THE INCIDENT**  |
| --- |
| Date of Incident  | Time  | Police Notified ◻ Yes ◻ No  |
| Location of Incident  |
| Description of Incident (what happened, how it happened, factors leading to the event, etc.) Be as specific as possible (attached additional sheets if necessary)  |
| Were there any witnesses to the incident? ◻ Yes ◻ No If yes, attach separate sheet with names, addresses, and phone numbers.  |
| Was the individual injured? If so, describe the injury (laceration, sprain, etc.), the part of body injured, and any other information known about the resulting injury(ies).   |
| Was medical treatment provided? ◻ Yes ◻ No ◻ Refused If yes, where was treatment provided: ◻ on site ◻ Urgent Care ◻ Emergency Room ◻ Other   |

| **REPORTER INFORMATION**  |
| --- |
| Individual Submitting Report (print name)  |
| Signature  |
| Date Report Completed  |

**FOR OFFICE USE ONLY**

Report Received by \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Document any follow-up action taken after receipt of the incident report.

| **Date**  | **Action Taken**  | **By Whom**  |
| --- | --- | --- |
|   |   |   |
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