

# INCIDENT REPORTING FORM

Date \_\_\_\_\_ Time \_\_\_\_\_

Staff member reporting \_\_\_\_\_

Other staff present \_\_\_\_\_

Customer Name \_\_\_\_\_ Male Female

Date of Birth or Age \_\_\_\_\_ Under 18? YES NO

Address \_\_\_\_\_

Phone \_\_\_\_\_

Specific location of incident \_\_\_\_\_

Description of incident \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Were authorities called? Yes No Responding parties \_\_\_\_\_

Officer Name(s) \_\_\_\_\_

Was anyone taken or escorted from the premises? Who \_\_\_\_\_

Why \_\_\_\_\_

By whom \_\_\_\_\_

By what means (ambulance, police car, etc.) \_\_\_\_\_

Were injuries sustained? Yes No If yes, please describe \_\_\_\_\_

\_\_\_\_\_

If a fall, was it caused by wet floor, loose carpet, items in walkways, or other possible negligence on the library's part? Yes No

Please describe \_\_\_\_\_

Were wet floor, caution, or other warning signs visibly posted? Yes No

Was customer's personal or library property damaged? Yes No

Please describe \_\_\_\_\_

If incident was an interaction two or more persons, please list all parties involved:\_\_\_\_\_

\_\_\_\_\_

What was the source of the conflict\_\_\_\_\_

\_\_\_\_\_

Were there any other outstanding circumstances that may have contributed to the incident? (e.g. wet weather, large audience for event, power outage, etc.)

\_\_\_\_\_

Witness(es)\_\_\_\_\_

Phone\_\_\_\_\_

Relation to injured party\_\_\_\_\_

Was incident captured by security cameras?\_\_\_\_\_

Was incident captured by other video or photographic means?\_\_\_\_\_

If yes, please describe (include names and phone numbers)\_\_\_\_\_

\_\_\_\_\_

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Concerned party's account of Incident (optional)

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Would you like to be contacted by the Library Director to further discuss the incident? Yes No

Signature\_\_\_\_\_

Date\_\_\_\_\_

Printed Name\_\_\_\_\_