

## Accident/Incident Report

Complete the following information and forward to the Library Director in the event of a serious accident or incident involving a patron in or on library property. (Each staff member involved should complete a separate report.)

Your name \_\_\_\_\_ Today's date \_\_\_\_\_

Other staff involved \_\_\_\_\_

Date of accident/incident \_\_\_\_\_

Approximate time of accident/incident \_\_\_\_\_

Was the Rescue Squad called? \_\_\_\_yes \_\_\_\_no

Were the Police called? \_\_\_\_ yes \_\_\_\_no

Name of responding officer(s) \_\_\_\_\_

Case number assigned by officer \_\_\_\_\_

Description of accident or incident: Please give a clear and complete description of what occurred. Use additional paper if needed.

Adopted November 9, 2016

# Accident/Incident Description Form

Your name \_\_\_\_\_  
 Date of incident \_\_\_\_\_  
 Type of incident \_\_\_\_\_

Please describe as accurately as possible,  
 including colors, sizes, etc.

Use the space below to provide additional details.

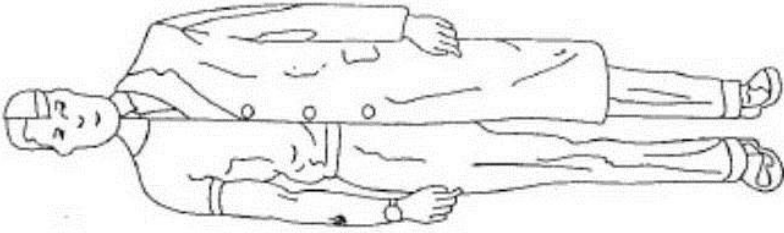
## Problem Incident Description

- This form is a supplement to the Problem Incident Report -

Sex	Race	Age	Height	Weight	Weapon type
Hair	Accessories				
Glasses type	Shirt / Blouse				
Complexion	Coat				
Scars/marks	Skirt / Dress / Slacks / Jeans				
Tattoos	Shoes				
Jewelry	Purse				
Alone or Accompanied	Bookbag / briefcase				
Auto license, make, color			Direction of escape		

### Problem Incident Description

- This form is a supplement to the Problem Incident Report -

Sex	Race	Age	Height	Weight	Weapon type	
					Hair (color, type)	
					Tie	
					Shirt	
					Coat	
					Trousers / Jeans	
					Shoes	
					Bookbag / briefcase	
Hair	Glasses type	Complexion	Scars/marks	Tattoos	Jewelry	Alone or Accompanied
Auto license: make, color				Direction of escape		

Your name \_\_\_\_\_

Date of incident \_\_\_\_\_

Type of incident \_\_\_\_\_

Please describe as accurately as possible, including colors, sizes, etc.

Use the space below to provide additional details.