

# Incident Report Form

Date of incident

Time of incident

Location

## Type of Problem

## Severity

- Accident
- Drug, alcohol or psychiatric
- Patron disturbance
- Theft/Robbery
- Bomb threat
- Explosion
- Tornado
- Other

- Building malfunction
- Fire
- Unattended children
- Serious medical/death
- Injury
- Policy violation
- Harassment
- Verbal abuse
- Vandalism

- Minor
- Major
- Difficult to assess

## Action Taken

- Ambulance called
- Police called
- Cleared library
- Utility Co. called
- Fire Dept. called
- Library Admin. Called
- Other (handled within library)

Person notified: \_\_\_\_\_

If the incident involved a patron(s) or staff member, please list name(s) and address(es). If minor, also give parent's name and address.

Name of patron(s) involved: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Address: \_\_\_\_\_

Brief, but precise, description of the incident:

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Name of employee reporting incident: \_\_\_\_\_

Employee's signature: \_\_\_\_\_

Director's signature: \_\_\_\_\_

Date \_\_\_/\_\_\_/\_\_\_

Time \_\_\_\_:\_\_\_\_

Date Board notified \_\_\_/\_\_\_/\_\_\_