



# Incident Report

Campus Location:	
Incident day & date:	Time of incident:
Type of Incident:	
Location of incident:	
Person making report:	Phone:
	Email:

## Incident report details

Complainant's name:	Complainant's phone number:
	Complainant's Email:
Outside assistance used: Yes ( ) No ( )	Department or entity:
Name and title of responding official:	Responding official's phone:
Witness name:	Witness phone:
	Witness address:
	Witness email:
Offender's name:	Offender's description:

Detailed description of incident(Who,What,When,Where)(Continue on plain paper if required)

Name of SAC supervisor notified:	Phone number:
	Is follow up required?:
Time and date report is prepared:	
Signature of person preparing report:	