

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
- Sexual 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:

Name of employee reporting incident: _____

Employee's signature: _____

Director's signature: _____

Date ___/___/___

Time ____:____

Date Board notified ___/___/___

Approved by Library Board of Trustees on January 12, 2017.