James Madison University

Incident Report

Date and time of incident: Click or tap here to enter text. Location: Click or tap here to enter text.

Person involved: Click or tap here to enter text. Contact info (Phone/email): Click or tap here to enter text.

Please select: Employee [ ]  Student [ ]  Visitor [ ]  Non-employee [ ]

Person reporting: Click or tap here to enter text. Contact info (Phone/email): Click or tap here to enter text.

Witnesses: Click or tap here to enter text.

Incident Type: Choose an item.

Describe the incident and corrective actions below (use additional pages if necessary)

Detailed incident description:

Click or tap here to enter text.

Immediate corrective actions:

Click or tap here to enter text.

Long-term corrective actions:

Click or tap here to enter text.

Academic Unit Head signature (if applicable): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_