



Incident Report Form

Available in Alternate Formats Upon Request

The Incident Report Form is a mechanism for staff to promptly report information regarding any occurrence of unforeseen incidents, events, or accidents on campus. This form serves as an important tool in documenting any incidents to maintain accuracy and clarity.

This form is to be filled in by Standard First-Aid & CPR/AED-trained staff only.

Part A: Reporters' Information	
Reporting Person Information:	
Full Name:	
Involved Contact Information:	
To be filled if the individual is a student:	To be filled if the individual is a Staff/Instructor:
Student Name:	Name:
Student ID:	Contact:
Program:	Email:
Term:	
Contact Number:	

Circle whichever applicable:			
	Incident Type	Definition	Example
1.	Medical Aid	An injury that requires professional medical attention beyond first aid treatment (e.g., paramedic, doctor, nurse, chiropractor, physiotherapist). This includes services provided at hospitals and health facilities or requires the use of prescription drugs.	A student/employee cuts their finger. The first aider is called and applies a bandage to the wound. If the cut requires stitches, the student/employee is advised to seek care from a medical professional off-site.
2.	First Aid	An injury of minor nature treated by an individual trained in first aid response and does not require professional medical attention.	A student/employee cuts their finger. The first aider is called and applies a bandage to the wound.
3.	No Treatment/Injury	An incident that does not require first aid or medical aid.	A paper cut is a common occurrence that typically involves a small, shallow cut on the skin caused by handling paper. In many cases, such cuts are superficial, and the bleeding is minimal or stops on its own.
4.	Property Damage	Damage to college property from an accident (e.g. Crash, fire, projector).	A student accidentally knocked over a projector in a classroom, causing it to fall and become damaged.
5.	Other	An incident that does not fall into any of the above categories.	An unfamiliar person behaving strangely on campus, but it doesn't seem to fit the criteria for a safety concern or an immediate threat.

Part B: Incident Information	
Incident Description:	
<input type="checkbox"/> Classroom (Specify Room No.) _____ <input type="checkbox"/> Library <input type="checkbox"/> Cafeteria <input type="checkbox"/> Washroom <input type="checkbox"/> Common Area <input type="checkbox"/> Faculty Lounge <input type="checkbox"/> Other (Specify) _____	Incident Date (yyyy/mm/dd): ____ / ____ / ____ Incident Time: Incident Location: <input type="checkbox"/> Building A (121) <input type="checkbox"/> Building B (111)
Description (Briefly describe the incident, including what happened, and any immediate action taken):	

Note: This form is to be submitted to the Front Desk of Building A (121) or Building B (111) within 24 hours of the report time.