

Incident Report



Rhode Island College Student Activities
Student Union 408
(401) 456-8034

http://www.ric.edu/student_activities/

Please complete this form if there is an altercation or a major incident at an event and bring a copy to Student Union 408.

Person involved (Please Print):

Name _____ Sex ____ Age _____

Address _____ Phone _____

Status: Member ____ Guest ____ Other(specify) _____

Day/Date of Incident _____ Exact Time: _____

Exact Location: _____

*Describe incident with detail (other persons, situation, equipment, etc....)

Witness(es) to incident (PLEASE PRINT):

Name _____ Phone: _____

Current Address: _____ EMPL ID _____

Name _____ Phone: _____

Current Address: _____ EMPL ID _____

Name _____ Phone: _____

Current Address: _____ EMPL ID _____

If incident occurred during an activity was the activity supervised? Yes _____ No _____

Staff person on duty _____

*Action taken:

Report Documented By: _____ Date: _____

Position: _____

***Use other side if necessary**