# Incident Report Form (Minor)

**Instructions:** Please fill out this form completely and accurately. Submit it to the designated authority within 24 hours of the incident.

## Incident Details:

Date of Incident:

Time of Incident:

Location of Incident:

Reporter's Name:

Position/Title:

Contact Information:

## Description of Incident:

Provide a detailed description of what happened, including the events leading up to the incident, the incident itself, and any subsequent actions taken:

## Witness Details (if applicable):

Name:

Contact Information:

Description of Witness's Account:

## Immediate Action Taken:

Describe any immediate actions taken following the incident (e.g., first aid, evacuation, called emergency services):

## Follow-Up Actions and Recommendations:

List any follow-up actions required or recommendations to prevent future incidents:

Reporter's Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:

*Camden College - Confidential Incident Report Form*