Sample Incident Report Forms

SAMPLE 1:

Date and Time: _________________________________________

Location (i.e., department or area of the library):
________________________________________________________________________

Initial staff person:
________________________________________________________________________

Other staff involved:
________________________________________________________________________

Patron name (if known):
________________________________________________________________________

Patron description:

Issue (i.e., stress point):

Resolution:

Notes: (e.g., what the library might do to affect this stress point; what the staff person might do differently next time; request for follow-up by staff member):
**SAMPLE 2:**

**Incident Report**  
To be completed by staff within 12 hours of incident

**Name of Library**

Name  
Address  
Phone

**Instructions:** Please complete this form after an incident on Library premises. An incident can be a severe altercation with or among patrons, events that occurred that are dangerous to the staff or public, or where the police or emergency services were summoned (report required in such instances). Submit completed report to the Administrative Office.

Name of reporting staff: ___________________________________________________________________

Location of incident: _________________________________________________

Date and time of incident: ___________________________________________

Patron(s) involved (provide names if known):

Describe the incident (to the fullest extent reasonable)

Were police/emergency services called? ___________ Yes ___________ No  
If yes, please provide detail of who responded (include name of officers) and how the incident was handled.
What follow-up by Administration is recommended?

What action(s) should the Library take to prevent a recurrence of a similar incident?

Signature ___________________________________________________

Date_______________