

West Bridgewater Public Library

Incident Report



Date of Incident: _____ / _____ / _____

Time of Incident:

Type of Incident:

Please describe what happened: (Use other side for more space)

Do you know why it happened, how it occurred?

Information Obtained:

Name (s):

Address (s):

Telephone #(s):

Any injuries?

Did you call: ___ Supervisor/other staff ___ Police ___ Fire ___ Ambulance

What was their response?

Any property damage:

Any eyewitnesses?

What do you think should be done now?

Can you suggest improvements to library procedures as a result?

Name of staff member or patron filing report:

Signature

Date Reported:

Printed Name:

Contact information: