

Incident and Accident Reporting



Sample Accident Report

Date of Accident: _____ Date Reported: _____

Time of Accident: _____ Time Reported: _____

Specific Location: _____

Reporter Name: _____

Phone Number(s): _____

Position: _____ Department: _____

Witness Name: _____

Witness Phone Number(s): _____

Accident Description (Reporter): _____

Accident Description (Witness, if available): _____

Police/Emergency Crews in Attendance (if applicable): _____

Property Damage (including name and contact information of owner, description and amount): _____

Injury (including name of person, contact information, and injury description):

Signature of Reporter: _____

Signature of Witness: _____