

Staff Incident Report

The purpose of this form is to notify the appropriate staff member of an incident or something that needs to be addressed when that staff member is not available and to document the details of an incident. This form can be used to report both resolved emergencies and non-emergencies to the person responsible.

To: _____

Date occurred: _____

Time occurred: _____

Description of incident:

Submitted by: _____

Cherilyn Fiory
Library Director
4/2/2011
Rev. 2/15/2012, 5/16/13