



Contact Numbers	
Emergencies	9-1-1
Campus Phones	2-1-1
or direct (503) 206-3206	

ACCIDENT / INJURY / INCIDENT REPORT

Instructions when responding to accidents, incidents and injuries:

1. Call 911 for medical emergencies and immediate life threatening safety, hazardous or security situations and then proceed as described below.
2. Determine:
 - Was someone hurt? Injured persons should be encouraged and/or assisted to receive appropriate care from the provider/s of their choice. The Campus Health Center (CHC) is available to provide initial evaluation and immediate first aid as well as follow-up care as appropriate.
 - Is there a hazard to report? Contact UWS facilities by dialing 211 or (503) 206-3206.
 - Is there a security situation to report? Car break-ins, thefts, and non-immediate suspicious behavior may be reported to campus security by dialing 211 or (503) 206-3206.

PERSON/S INVOLVED: Please write legibly. Complete both sides of this form. Use additional paper, if necessary.

NAME	ROLE ON CAMPUS*	ROLE IN INCIDENT	CONTACT PHONE AND EMAIL
			Phone: Email:
			Phone: Email:

*Examples include student, employee, faculty, visitor, etc.

WITNESSES TO THE INCIDENT:

NAME	ROLE ON CAMPUS*	CONTACT PHONE AND EMAIL
		Phone: Email:
		Phone: Email:
		Phone: Email:

*Examples include student, employee, faculty, visitor, etc.

ACCIDENT / INJURY / INCIDENT INFORMATION/DETAILS:

Date and Time of Incident: Date: Time: AM PM	What was/were the referenced individual/s doing at the time the incident occurred?	Exact location of incident (building, room, parking lot, other)?
Date and Time Reported: Date: Time AM PM		
Nature of Injury/Incident?	Body Part/s Injured?	Photo/s taken? YES NO By:
Weather Conditions (if injury/incident occurred outdoors):		

