

FOREST PARK PUBLIC LIBRARY ACCIDENT – EMERGENCY – INCIDENT REPORT

Staff: Please complete this report for any accidents, injuries, emergencies, conflicts or other incidents out of the ordinary involving patrons or staff. Please provide as much detail about the occurrence as possible. Forward the report to you Supervisor and the Library Director. This report should be filled out any time a patron is asked to leave the library for any reason/for any length of time and/or any time a patron’s privileges are revoked/suspended in any way. Additionally, use this form for patron or staff reports of crime, misconduct, injury or conflict.

REPORTED BY: _____

DATE, TIME AND PLACE: _____

STAFF MEMBERS PRESENT OR INVOLVED: _____

LIBRARY PATRONS PRESENT OR INVOLVED (include names addresses and phone numbers):

PLEASE DESCRIBE THE INCIDENT IN DETAIL (use other side or additional sheets if necessary):

Were Police called? Y **N** - Name of Responding Officer _____

Was Emergency Medical Assistance Required? Y **N** – Describe _____

Director’s Signature _____ Date _____

Further Action Required by Director or Board _____