

# INCIDENT REPORT

To make report an incident, call (419)502-4102. This number is covered 24/7.  
 Send all reports to email address: [IA@eriecbdd.org](mailto:IA@eriecbdd.org) or fax to 419/625-8504.

<b>Individual's Name:</b>	<b>DOB:</b>
<b>Address:</b>	<b>City/County:</b>
<b>Date of Incident:</b>	<b>Time of Incident:</b>
<b>Location of Incident:</b>	
<b>Description of Incident (who, what, where, when, causes and contributing factors):</b>	
<b>Injury- Describe Type &amp; Location:</b>	
<b>Immediate Action to Ensure Health &amp; Safety of Individuals:</b>	
<b>Name of PPI(s):</b>	<b>Relationship to Individual:</b>
<b>Witnesses to Incident:</b>	<b>Others Involved:</b>
<b>Notifications: Name/Title</b>	<b>Date</b>
<b>Additional Information Medical Follow- Up:</b>	
<b>Administrative Action/Prevention Plan:</b>	
<b>Signature:</b>	<b>Date:</b>