

# Claverack Free Library

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## Incident/Accident Report Form

Adopted: November 2015

# **CLAVERACK FREE LIBRARY INCIDENT/ACCIDENT REPORT**

*Incidents including, but not limited to, trespass, nuisance or disturbance on library premises, verbal abuse, sexual or racial abuse, threats, aggression, physical violence and intentional damage to personal property.*

*Accidents including, but not limited to, any undesirable or unfortunate happening that occurs unintentionally and usually results in harm, injury, damage, or loss.*

Relevant sections of this form should be completed as fully as possible (please use a continuation sheet if necessary). For an incident or accident (issue) involving or witnessed by a minor, a library employee should complete the form on their behalf. However, any discussion between one witness and another should not precede completion of the form, at this might lead to allegations of collusion.

Date/Time Occurred: \_\_\_\_\_

Date/Time Reported: \_\_\_\_\_

Type of issue: \_\_\_\_\_

Reported by: \_\_\_\_\_

Member of staff reporting issue

Name: \_\_\_\_\_

Position: \_\_\_\_\_

Patron and/or staff involved (provide names if known):

Name 1: \_\_\_\_\_

Name 2: \_\_\_\_\_

Name 3: \_\_\_\_\_

Describe the issue to the best of your best recollection (attach additional paper if needed):

a) Type of issue (eg, if assault, give details of any injury suffered, treatment received, etc.)

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b) Location of issue (attach sketch if appropriate)

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c) Other details: describe issue in chronological order, including, where relevant, events leading up to it; relevant details of trespasser/assailant not given above; if a weapon was involved, who else was present, etc.

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Witness(es) if any

Name 1: \_\_\_\_\_ Address: \_\_\_\_\_  
Phone: \_\_\_\_\_

Name 2: \_\_\_\_\_ Address: \_\_\_\_\_  
Phone: \_\_\_\_\_

Name 3: \_\_\_\_\_ Address: \_\_\_\_\_  
Phone: \_\_\_\_\_

Outcome: (e.g. whether police called; whether parents contacted; what happened after the issue; any legal action)

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Other information (to be completed as appropriate)

a) Possible contributory factors

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b) Had any measures been taken to try to prevent an issue of this type occurring? If so, what? Could they be improved?

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c) If no measures had been taken beforehand, could action now be taken? If so, what?

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If Police/Emergency services called: agency responding, name and contact details of police/emergency officer involved, was arrest made, and incident number or crime reference number, as appropriate

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Was any library property damaged? If yes, please describe

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Any other relevant information

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Resolution

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Notes: (e.g., what the library might do to affect this issue; what the staff person might do differently next time; etc.):

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Signed:

Date: