

Hauppauge Public Library
601 Veterans Memorial Highway
Hauppauge, New York 11788
Phone: 631-979-1600 Fax: 631-979-5457

INCIDENT REPORT

(STAFF USE ONLY)

TODAY'S DATE _____

DATE OF INCIDENT _____ TIME OF INCIDENT _____ AM/PM

IN WHAT PART OF PREMISES DID INCIDENT OCCUR? _____

BRIEF DESCRIPTION OF INCIDENT: (Continue on Back of Sheet if Necessary)

NAMES AND ADDRESSES OF PEOPLE INVOLVED IN THE INCIDENT:

NAME: _____

ADDRESS/PHONE: _____

NAME: _____

ADDRESS/PHONE: _____

NAME: _____

ADDRESS/PHONE: _____

SIGNATURE OF PERSON MAKING REPORT: _____

SUPERVISOR'S INITIALS: _____

ADMINISTRATIVE USE ONLY

ACTION TAKEN: _____

AUTHORIZED SIGNATURE: _____