

INCIDENT REPORT

Report Completion Instructions:

This report can be completed online, printed, and forwarded to the CVTC Risk Manager, Room ECB154 at the Eau Claire Clairemont Campus Business Education Center. Begin completing the report in the "Your Name" section and tabbing to the other sections. To print the report, click the "Print" button, above. To clear the report, click the "Clear Form" button, above.

This report is for documenting incidents such as fires, bomb threats, other threats, altercations, hazardous gas or chemical leaks, possession or use of weapons, medical emergencies or other incidents with possible harm to CVTC students, staff, or visitors.

Your Name:

Today's Date:

How Can We Reach You If Necessary: (phone, address, e-mail, etc.)

Date of Incident:

Location of Incident:

Description of Incident:

Action Taken:

Recommendations:

Return this completed report to:

Chippewa Valley Technical College
Risk Manager
riskmanager@cvtc.edu Phone: 715-833-6237
Chippewa Valley Technical College
620 West Clairemont Avenue, Eau Claire, WI 54701-6162