

Report of Incident

So the District can respond effectively, please report all incidents immediately to the person to whom you report. If you are unsure who to contact, the Office of Instruction at any location or Risk Management are able to assist.

- Female Male Other
 Employee Student Visitor

INFORMATION ABOUT THE PERSON INVOLVED IN THE INJURY/INCIDENT

1. Name: _____

2. Address (if available): _____
 Number Street City Zip Code

3. Cell Phone: _____ 4. Home Phone (if available): _____

5. Student ID (if available): _____ 6. Email Address: _____

7. Date and Time of Accident: _____ AM PM
 Date Time

8. Insurance Coverage (if available)
 - a. Name of Insurance Company: _____

 - b. Insurance Address: _____

 - c. Policy Number: _____ Group Policy Individual Policy

INFORMATION ABOUT THE INJURY/INCIDENT

9. Was this incident a near-miss? (a near-miss is an incident that did not cause injury or property damage but could have)

YES NO

10. Description of Accident, Damage or Injury:

11. Location where accident took place: _____
 - a. If Off-Campus, what Facility? _____

12. Action taken by District Representative:

13. Witnesses, if any:

Name _____ Email/Phone _____

Name _____ Email/Phone _____

SUPPLEMENTARY INFORMATION IF KNOWN:

14. Additional Contact: _____

15. Action taken:

16. Campus Safety/Sheriff/Risk Management notified by:

Action taken by emergency personnel or staff:

17. Did individual receive medical treatment? Yes No _____
Description

18. Was individual admitted to the hospital? Yes No _____
Name of Hospital

19. How was Injured Party transported to Doctor, Hospital or Home:

Report completed by:

Name

Title

Date

Submit this form to Human Resources or any location's Office of Instruction:

Risk Management (District) (951) 801-4413
San Jacinto (SJC) (951) 639-5400
Menifee Valley (MVC)(951) 639-5400
Temecula Valley Center (TVC)(951) 639-5351

Please email this form directly to RiskManagement@MSJC.edu or mail to: MSJC,
Attn: Risk Management, 41888 Motor Car Parkway, Temecula, CA 92591