Incident Report Form – Please email all completed reports to Admin@whitehousecollege.edu.au

Type of incident – Please tick

Accident / Injury		Mental Health	
Theft		Property Damage	
Assault		Vehicle accident	
Fire		Medical incident	
Other (Please State):			

Name of Person reporting	
Telephone number	
Email address	

I am a (Please tick)

Staff member	
Student	
Visitor	
Other (Please state)	

Details of the incident

Where did the incident occur?		
When did the incident occur?	Date:	Time:
Names of Witnesses		

Details of what occurred – *please give as much detail as you can about before and during the incident and where injuries were sustained and what you believe the cause of the incident was*

[empty text box]

What action was taken:

First Aid Administered	
Emergency Services Called	
Evacuation	
Other: (Please specify)	

Office use only

Received by:		Date:	
Incident number allocated:			
Corrective action agreed			
CEO signature:			