

Incident/Accident Report

Report all incidents within 24 hours. For emergencies, call 911 first, then Campus Security at (903) 927-3310.

Report Information

Date of Incident *

(MM/DD/YYYY)

Time of Incident ***Location (Building/Room/Area) ***

Person Reporting

Name**Phone****Department****Email**

Person(s) Involved

Name**Status**

Student

Employee

Visitor

Contractor

Contact Phone

Incident Details

Type of Incident

- Injury/Accident
- Property Damage
- Near Miss
- Theft
- Other

Description of Incident *

Injury Information (if applicable)

Describe injuries sustained

Medical Treatment

- None
- First Aid
- Doctor/Clinic
- Emergency Room
- Hospitalized

Witnesses

Witness 1 Name and Phone

Witness 2 Name and Phone

Signature of Person Reporting

Date:

Sign above

Date Reported

(MM/DD/YYYY)