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)