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| Incident response staff contact info:  Date:  Time:  Location of incident: | Goals:   * Be a neutral third-party to gather data * Be an active listener and don't judge * Ensure the reporter's safety   Procedure:   * Go to a quiet, private place * Clarify any confusion you have * Thank reporter & acknowledge their report * Get names and contact info * Seek additional resources for the reporter |

***Is the incident on-going? If so, stop and contact additional responders.***

Reported person’s name or description:

Incident description and additional documentation:

Actions reporter has requested you take (do not prompt the reporter):

Reporter name & contact info:

Additional witness(es) contact info: