

WESTCHESTER PUBLIC LIBRARY

**ACCIDENT - EMERGENCY - INCIDENT
REPORT**

Staff: Please complete this report for any accidents, injuries, emergencies, conflicts or other incidents out of the ordinary involving patrons or staff. Please provide as much detail about the occurrence as possible. Forward the report to you Supervisor and the Library Director.

REPORTED BY: _____

DATE, TIME AND PLACE: _____

STAFF MEMBERS PRESENT OR INVOLVED: _____

LIBRARY PATRONS PRESENT OR INVOLVED (include names addresses and phone numbers): _____

PLEASE DESCRIBE THE INCIDENT IN DETAIL (use other side or additional sheets if necessary): _____
