|  |  |
| --- | --- |
| Incident Date  |  |
| Incident Time (24hr clock) |  |

# SUSU Incident Report Form

## This form is to be completed as soon as possible after any incident by the Duty Manager

## Any statements from other staff or witnesses should be attached with this report.

|  |  |
| --- | --- |
| **Location of Incident:**  | **Manager/Supervisor on Duty** |
| **Name(s) of Staff/Volunteers dealing with Incident:**  |
| Individual(s) Involved:  |
| **Name:** | **Phone Number:** | **Address / University ID number** |
|  |  |  |
| **Type/Nature of Incident:** 1. Accidental injury [ ]
2. Accidental damage [ ]
3. Break-In/Theft
4. Community Complaint [ ]
5. Evacuation [ ]
6. Near Miss [ ]
7. Personal Safety [ ]
 | 1. Racist/Sexist/Homophobic Conduct [ ]
2. Sporting Injury [ ]
3. Unacceptable/Anti-Social Behaviour [ ]
4. Vandalism [ ]
5. Violent Conduct [ ]
6. Other [ ]

If Other Please State: ………… complaint……………………………………………… |
| **Incident Ref** *(e.g. Accidental Injury = 1, Evacuation = 5, Violent Conduct = 12, etc)*……………………. |
| **Emergency Services Called? Fire**  **No** **Ambulance: No** **Police: No** If police called, give name of station and crime number if applicable.**University Security Called? No** If yes, give name of officer:**CCTV Tape requested? No**  |
| **Evidence Taken** (e.g. photos, security statements) If yes, please state type of evidence received and where it is logged: |
| Was anyone injured? Part of Body Affected: Severity: Treatment Received:  |
| Was there any damage to property?  If yes, please give details:Owner: …………………………………………………………………………………………Property: …………………………………………………………………………………………Damage: ………………………………………………………………………………………… |
| Description of Incident:  |
| Describe the events leading up to during and after the incident |
| Witnesses: (Please list the names, addresses, id card numbers, etc including any security staff) |
| Who do you consider was responsible for the incident?  |
| What if anything could have been done to prevent the incident? |
| Do you recommend any follow up? N/A |
| **Completed by (print):** |  |
| **Position:** |  |

*Send form to* *p.davie@soton.ac.uk* *Message Subject – New Incident*