Creating an incident form

When an incident happens, it is important to collect information concerning the incident. This will help you remember what occurred, make sure that you do not forget an important step you need to take, and serve as documentation that you took the actions required by your policies and procedures.

1. **Instructions for the form** - What counts as an incident? When do you want this form used? What do you want done with the form when it is complete?

2. **Information to Collect**
   
   A. What information do you want to collect about the person filling out the form?

   B. What information about the person/people involved do you want to collect?

   C. What information about the incident do you want to collect?

3. **Documentation of Actions Taken**

   Do you want the person filling out the form to provide any specific information? Do want them to record that a specific action had been taken?