SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE
BOARD OF GOVERNORS
SCP-1375.A

Accident/Incident Report Form

Date of Accident/Incident:
Date: __________________ Day of Week: _______________ Time: ______________ AM or PM

Location of Accident/Incident:
Campus: _______________ Building: ________________ Room:________ Other: __________

Event Type:
□ Murder        □ Aggravated Assault □ Robbery        □ Sexual Offense (□ Forcible □ Non-forcible)
□ Accident      □ Hate Crime        □ Injury        □ Drug Law (□ Arrest □ Referral)
□ Incident      □ Negligent Manslaughter □ Liquor Law (□ Arrest □ Referral)
□ Burglary      □ Motor Vehicle Theft □ Weapons (□ Arrest □ Referral)

Narrative (attach additional sheets if necessary):

Victim Information (attach additional if necessary):
Name: ___________________________________________ College ID Number:_______________________
Home Address: ___________________________________________________________________________
Phone Number: _________________________ Email:_________________________________
Age: ____________ Person Injured: □ Student □Visitor □Faculty □Staff □Other _____________
Extent of Injuries: ______________________________________________________________________
Treated by Physician: □Yes □No Name and Address of Physician: __________________________________
Hospitalized: □Yes □No Name of Hospital: ________________________________________________

Person in Potential Violation (attach additional sheets if necessary):
Name: ___________________________________________ College ID Number:_______________________
Home Address: ___________________________________________________________________________
Phone Number: _________________________ Email:_________________________________

Additional Information:
Emergency Personnel Called? □Yes □No If yes, who? _____________________________
Police Report #:_________________________________ (Attach a copy to this report)    Arrest Made: □Yes □No
Date of Report: ___________________________ Signature: _______________________________________________________________________
Print Name: ___________________________ Title: ______________________________________________________________________________

SCP-1375.A, Accident/Incident Report Form (Revised 10/2008)