



### Incident Report Form

This form should be used to report any of the following; injury/illness to students or visitors; environmental accidents (an accident in which a harmful substance is released into the environment); fires; laboratory spills / incidents; non-vehicular accidents; or any unsafe conditions/ acts observed on campus. If an employee injury has occurred, do not complete this form, instead complete an [Employer's First Report of Accident Form](#) and submit to Human Resources and Payroll, Workers' Compensation Office (MS 3C3).

**SECTION 1 - REQUIRED INFORMATION** *(Individual reporting the incident)*

**First Name**  **Last Name**  **Email**

**Address (Home or Work)**

**Phone**  **Date Reported (MM/DD/YYYY)**

**Status:**  Student  Faculty  Staff  Visitor  Contractor

**SECTION 2 - INCIDENT INFORMATION**

**Date of the Incident (MM/DD/YYYY)**  **Time (HH:MM)**  AM  
PM **Campus Location**

**Type:**  Injury/Illness  Unsafe Condition  Environmental Spill  Fire  Laboratory Spill/Incident  
 Non-Vehicular Accident  Other:

**Description and cause of the incident** (Indicate conditions such as weather, construction, cleaning, etc. with your explanation. Visitors should include their purpose for being on campus)

**Name of Parties Involved and/or Witnesses:**

**SECTION 3: INJURY OR ILLNESS**

**Type:**  None  Physical Injury  Occupational Illness  Potential Harmful Exposure

**Injured Persons and Description of Injuries:**

**Treatment:**  None  1<sup>st</sup> Aid  Emergency Medical Services  Personal Physician  
 Student Health Services  Hospital (Outpatient)  Hospital (Admitted)

**SECTION 4: PROPERTY DAMAGE/LOSS (NON-VEHICULAR)**

**Damaged or Lost Items:**

None  Personal Property  University Property

**Description of Damages or Items Lost (include approximate value if the items are insured)**

**Report Completed by:**  Same as Above or

**Name**

**Phone**

**Email**

**Date Reported (MM/DD/YYYY)**

**Send reports to SEERM via email at [safety@gmu.edu](mailto:safety@gmu.edu), fax 703-993-8996, or mail 4393 University Drive, MS 5E2. Fairfax VA, 22030**