

# Incident Report Template

Date of Report: **[Insert Date]**

Submitted by: **[Your Name]**

## Incident Details

Date of Incident: **[Insert Date]**

Time of Incident: **[Insert Time]**

Location of Incident: **[Insert Location]**

## Description of Incident

**[Provide a detailed description of the incident here]**

## Persons Involved

**[List names and contact information of individuals involved]**

## Witnesses

**[List names and contact information of witnesses]**

## Immediate Actions Taken

**[Describe actions taken immediately following the incident]**

## Follow-Up Actions Recommended

**[List any follow-up actions or investigations needed]**

## Prepared by

**[Your Name and Signature]**