

Club Incident/Emergency Report Form

Club Incident/Emergency Report Form

If the event has occurred on Campus contact the Campus Security Office at your respective campus. 780-497-5555

Once you have reported it to Campus Security, fill out this form and contact the Clubs Manager by email or phone within 48 hours. (workmann@macewan.ca or 780-497-4362).

Remember that failure to report an incident/emergency could result in someone else being put at risk in the future.

You could also put the status of your club at risk by not reporting

This form should be used for each occasion of:

- *Emergencies*

Aggressive behavior

- *Verbal abuse*

- *Destruction of equipment or property (or threats of)*

Physical assault (or threats of)

Club Incident/Emergency Report Form

*Used by Clubs to report incidents to Program and Services Manager.
Must be completed within 24 hours.*

[Required] Date / Time

Subjects Name

Telephone

[Required] Email Address

Valid input:

- name@myschool.edu

Address

[Required] Location of Incident

[Required] Who did you report the incident to?

Who on campus did you report the incident to previous to this form?

i.e. Security / Facilities / SAM Centre

[Required] Description of Incident

Describe in detail the who, what, where, when and why.

Valid input:

- must be between 75 and 150 characters.

[Required] Describe Outcome

*What action was taken, who responded to the incident/emergency(campus security, police, club president).
In point form outline steps taken to resolve incident and any recommendations you have.*

Valid input:

- must be between 75 and 200 characters.

Name of Witnees 1

[Required] Phone Number of Witness

Valid input:

- must be 10-15 digits long and may include only numbers, hyphens, and spaces.

[Required] Name of Witness 2

[Required] Name of person completing form

[Required] Phone No of Witness2

[Required] Phone No of Person Completing this form

[Required] Name of Person Completing this Form