1. Date and location of incident: __________________________________________________

2. Who was involved (please list names):
   a. Student(s) _______________________________________________________________
   b. Faculty  _______________________________________________________________
   c. Other   _______________________________________________________________

3. Description of incident: ______________________________________________________
                            _______________________________________________________________________
                            _______________________________________________________________________
                            _______________________________________________________________________
                            _______________________________________________________________________
                            _______________________________________________________________________

4. Initial contact with WWU: Date:________________     Time:  _______________________
   Name: ______________________________ Phone:   ______________________

5. Initial contact on location: Date:_______________  Time:  _______________________
   Name:  _____________________________ Phone:  ______________________

6. List in chronological order the steps taken to deal with the situations (use other side if necessary):
   _______________________________________________________________________
   _______________________________________________________________________
   _______________________________________________________________________
   _______________________________________________________________________
   _______________________________________________________________________

7. List any other pertinent information:   __________________________________________
                            _______________________________________________________________________
                            _______________________________________________________________________

Person documenting the incident:

Name:  ___________________________
Email: ___________________________
Phone: ___________________________