# UW-Madison

**Non-Employee Accident/Incident Report**

## GENERAL INFORMATION

<table>
<thead>
<tr>
<th>Date of incident:</th>
<th>Time of incident:</th>
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Exact location of incident (e.g. Address, lot #, building name/number, specific location within building, class name/id):

Full description & cause of incident. Include step-by-step descriptions, comments, and observations, contributing factors, etc. (if additional space is needed, use back or attach extra sheets and pictures or other details as needed):

Nature and extent of injury/describe exact injury and body part(s) impacted:

Describe the emergency procedures employed (first aid provided, ambulance/911 called, etc.):

Did injuries require medical care beyond first aid?  
- Yes  
- No

Police/911 called?  
- Yes  
- No

Police case #:

Individual taken to (as applicable):
- Hospital ___ provide facility name and location:
- University Health Services___
- Other___(specify):___
- Refused Treatment (Y/N)_________Why?

## INJURED INDIVIDUAL

<table>
<thead>
<tr>
<th>Name:</th>
<th>Age:</th>
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Address (street, city, state, zip):

Phone number:

Email:

Nature and extent of injuries. State body part(s) affected:

Affiliation with UW-Madison (e.g. Student, parent, visitor, contractor/vendor, etc.)?

Other information:

If no injury reported, check here___

## PROPERTY DAMAGED (IF APPLICABLE)

Description & location of the property damaged:

What damage was done to the property & estimate cost?

## WITNESSES

<table>
<thead>
<tr>
<th>Name:</th>
<th>Address (street, city, state, zip):</th>
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<tr>
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</table>

Phone Number:

Email:

<table>
<thead>
<tr>
<th>Name:</th>
<th>Address (street, city, state, zip):</th>
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</table>

Phone Number:

Email:

**NAME OF INDIVIDUAL COMPLETING REPORT:**

**DATE:**

**SIGNATURE:**

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Send completed forms to UW-Madison Office of Risk Management, 21 N. Park Street, Suite 5301, fax 608-262-9082 or email to riskmgmt@bussvc.wisc.edu within 48 hours of incident. **If individuals asked for Risk Management follow-up refer them to 608-262-0379.**

*Version 08/31/18.*