

# Annual Security Report

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Updated 9/28/18

The Academy of Salon Professionals prohibits the crimes of dating violence, domestic violence, sexual assault and stalking.

The U.S. Department of Education, under 34 CFR 668.42, requires the disclosure of general information to students with regard to consumer-information regulations.

Campus Security/ Cleary Act:

The "Jeanne Cleary Disclosure of Campus Security Policy and Campus Crime Statistics Act" (originally the Crime Awareness and Campus Security Act of 1990) is a federal law that requires institutions of higher education in the United States to disclose campus security information including crime statistics for the campus and surrounding areas. It was first enacted by Congress in 1990 and amended in 1992, 1998, 2000 and 2008.

To comply with these regulations, we are providing basic information as follows:

- Annual Security Report
- Disclosure of Institution's Security Policies
- Reporting of Crime Statistics
- Encouragement of prompt reporting of crimes

To find this information, utilize any of the following resources:

- Web Site
- Financial Aid Office Information Resources

Included in the Student Right to Know Act:

- Financial Aid Information
- General Information about Academy of Salon Professionals
- Graduation and Job Placement Rates

## **Policies for Reporting Crimes and Emergencies**

The Academy of Salon Professionals prepares this report to comply with the Jeanne Cleary Disclosure of Campus Security Policy and Crime Statistics Act. Students, parents and staff may access this report in full at any time by going to [www.academyofsalonprofessionals.com](http://www.academyofsalonprofessionals.com). A complete copy of this report is also available in the Academy of Salon Professionals Office of Financial Aid and the administrative area. This report is prepared in cooperation with the Sedalia Police Department.

Campus crime, arrest and referral statistics include those reported to the Sedalia Police Department, and the Academy of Salon Professionals designated campus officials. Each year, the financial aid representative will compile a crime statistics report from the incident and crime reports given to the campus security authorities (Stephanie Mayes, Director). Academy of Salon Professionals will annually submit the security report each year after the letter and certificate requesting is sent to the Academy of Salon Professionals Director. The crime statistics will be sent to the Department of Education each year upon the receipt of a letter requesting the crime reports. This information will be uploaded to <http://surveys.ope.ed.gov/security>.

Crime statistics from the area surrounding will also be requested from the Sedalia Police Department and will be disclosed in the annual crime report.

Each year, an announcement will be presented to all enrolled students giving the web site address to access this updated report. A typed notice will also be handed out to all enrolled students, which will include the URL to access the Annual Security Report as well as an overview of what is included in the report. The staff will be notified during a staff meeting. Copies of this report may also be obtained at the financial aid office or by calling 660-827-4500

## **Scope of the Report**

This report will represent statistical information on crimes that occurred at or around 2414 S. Limit Avenue in Sedalia, MO during 2012, 2013 and 2014. The Academy of Salon Professionals does not offer any type of campus housing or recreational facilities.

Building Location

2414 S Limit Ave  
Sedalia, Mo 65301  
660-827-4500

**To report a crime:** For emergencies, dial 9-1-1.

Contact the campus security authorities immediately in the event of a crime. The campus security authority for the Academy of Salon Professionals is Stephanie Mayes (Director) and may be contacted by calling 660-827-4500. If not available by phone, then e-mail [academy@academysp.com](mailto:academy@academysp.com) (only in non-emergent cases). The campus security authorities do not have arresting authority.

Every crime that is reported to the security authorities will be investigated. Please note that due to the public nature of police reports, the Academy of Salon Professionals cannot ensure the complete confidentiality of any crime report. All incident reports are reviewed by the Director.

The Academy of Salon Professionals does not have a campus police department. The Sedalia Police Department has sole arresting authority on the Academy of Salon Professionals campus and the surrounding areas. Students, staff, clients and community members are encouraged to report all crimes and public safety related incidents to the above designated campus security authorities. For matters of emergent nature, dial 9-1-1 immediately.

This publication contains information about on-campus and off campus resources. Information is made available to provide Academy of Salon Professionals students and staff specific information about local resources available should they become a victim of a crime. The information about local resources should be used as helpful information and does not infer that those resources are “reporting entities”.

### **Timely Warning**

Crimes should be reported to the Academy of Salon Professionals campus security authorities to ensure inclusion in the annual crime statistics and to aid in providing timely warning notices to the community, when appropriate. If students and staff are still in the Academy of Salon Professionals building and the Director determines that there is a significant emergency or threat, the school will, without delay and accounting for the safety of the community, determine the content of the notification and initiate continuing alarm.

A campus-wide “timely warning” will be made with the following statement: “Academy of Salon Professionals is now in a lock down procedure. All staff, students and guests should report to the classroom immediately.” This announcement will be made by the Academy of Salon Professionals security authority (Stephanie Mayes). In the Director’s absence, Educator Armanda Johnson or Administrator Pam Aker would notify the appropriate security authority and determine the content of the notification.

- Time and safety permitting, one Educator will lock the front door, and another educator will lock the back door.
- The Educator in the classroom is to lock the classroom door. Tables in the classroom should be tipped on their sides to form a barricade on a corner spot of the classroom. Educators should then take roll and write down the names of any students not accounted for or extra. The classes should remain quiet and still.
- Administrative staff should lock their offices if unable to evacuate, and remain as far back from windows as possible.
- The classrooms and offices will remain locked until emergency personnel arrive and announce that the area is safe to evacuate.
- After evacuation employees, students, and guests are to gather in the parking lot at the student parking spots. Staff and students are required to remain on the property until everyone has been accounted for, unless otherwise told by a member of the staff.

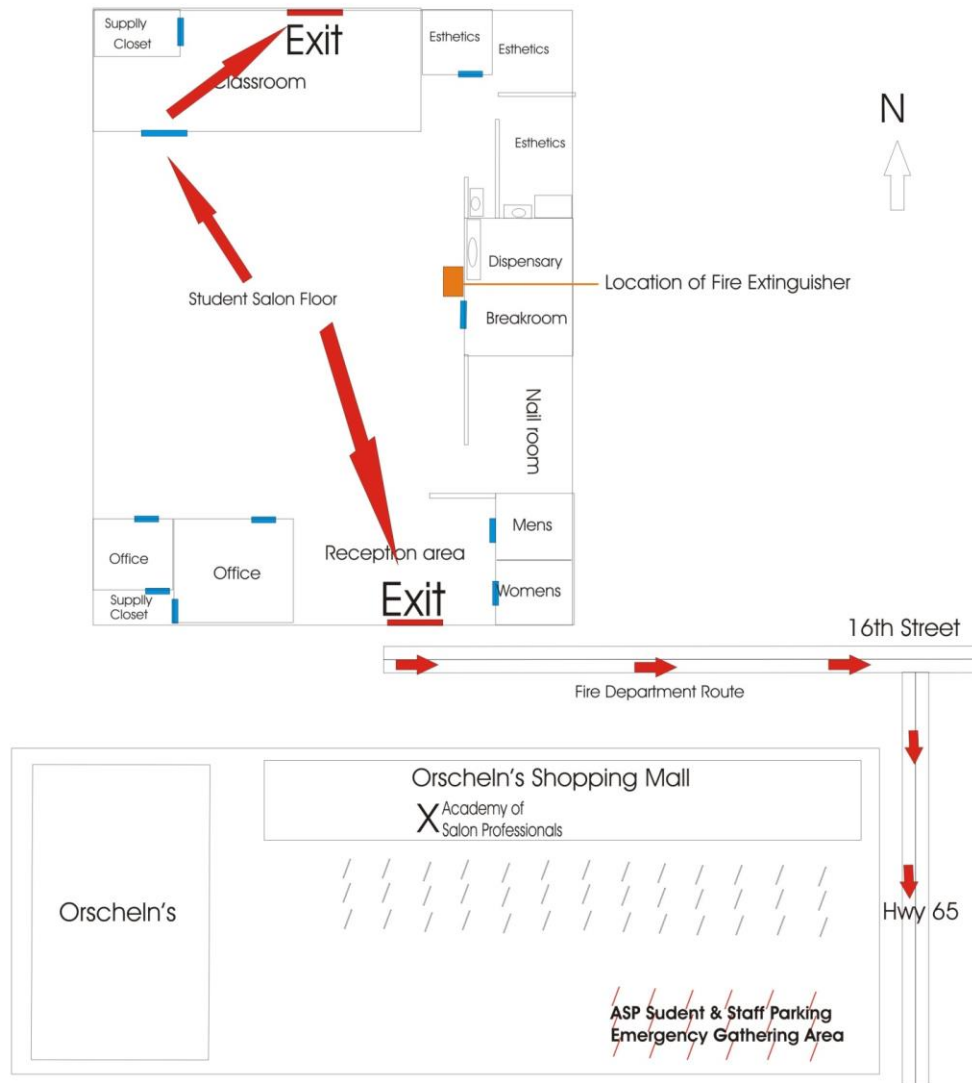
After evacuation, Educators will ensure that all educators are present, and each Educator will ensure that their students are present and accounted for. We will utilize the attendance list on SMART, guest sign-in sheets, and/or employee/student lists to account for everyone present in the building before anyone is excused. All safety procedures will be tested on an annual basis.

### **Fire Safety Report:**

During the last three years, Academy of Salon Professionals has had no fire-related incidents causing injury to person or property. The following is a copy of the fire and emergency evacuation action plan:

- In the event of a fire, employees are alerted by:
- Verbal announcement: Educators in the classroom and salon floor will make a verbal announcement, time and situation permitting.
- ALL employees, students, and guests shall calmly evacuate by means of the nearest available marked exit.
- Portable fire extinguishers are provided in the workplace in the following location: Dispensary
- Employees or students may use extinguishers in an attempt to extinguish the fire if it is safe to do so.
- Critical operations shutdown procedures are not required, because no employees are authorized to delay evacuation for this purpose.
- No employees are assigned to perform medical or rescue duties during emergency evacuation situations.
- For further assistance with emergency evacuation procedures, the following individuals may be contacted:  
Academy Director (660) 827-4500

# Academy of Salon Professionals Evacuation Routes



## Access Policy:

During normal business hours, the Academy of Salon Professionals is open to all students, parents, employees, contractors, clients, guests and invitees. During non-business hours, access to the Academy of Salon Professionals is by key, if issued. In periods of extended closing, access will only be granted to those issued a key, and who have obtained prior approval. Maintenance personnel are also subject to the above restrictions.

Emergencies may necessitate changes or alterations to any posted schedules. Students, Educators and administration staff will be notified via text message. If in lock down mode, the front desk staff will post notices on the front doors (time allowing).

## Drug and Alcohol Policy; Substance Abuse Resources:

At the Academy of Salon Professionals, the illicit use of drugs and/or alcohol by staff or students is strictly prohibited.

The use of illicit drugs and alcohol can cause numerous health problems and can lead to death. The effects to a person's health include respiratory failure, heart attack, overdose, acute intoxication and transmittable diseases such as Hepatitis C and AIDS. Thousands of deaths are caused each year by drug overdoses, allergic reactions to drugs, toxic combinations of drugs, and alcohol poisoning. For more information about the effect of alcohol and drug abuse, please visit [www.drugfree.org](http://www.drugfree.org).

The Drug-Free Workplace Act of 1988, Subtitle D, Section 5152 and the Drug Free Schools and Communities Act Amendments of 1989, PL No. 101-226, require the Academy of Salon Professionals to have in place a Drug and Alcohol Abuse Prevention Program. Students may also seek confidential support through a list of referrals for treatment and rehabilitation centers. This information is available in the Consumer Information that is available at [www.academyofsalonprofessionals.com](http://www.academyofsalonprofessionals.com) and posted in the students break room should the need arise.

The sale or use of alcohol and illegal drugs is not permitted in this school or its adjacent parking facilities. Anyone observed using illegal drugs and any underage alcoholic consumption will be referred to local police authorities. Use of any alcoholic or illegal drug during school hours while on school property (or off the property while on the clock) may be grounds for immediate termination of enrollment or employment. Any student coming to school under the influence of drugs or alcohol may be suspended or expelled. Students suspected of being under the influence of alcohol or an illegal drug may be required to take a drug test at an approved facility at the students cost before being allowed to reenter school.

The Academy of Salon Professionals has adopted standards of conduct that clearly prohibit the unlawful possession, use or distribution of illicit drugs and alcohol by students and employees on its property or as part of any of its activities. During orientation, annually with the constitution, and the hiring of employees, this policy is explained thoroughly.

## **DRUG AND ALCOHOL TREATMENT FACILITIES**

If you or someone you know is struggling with drug or alcohol abuse, please call 1-877-335-HOPE (4673) or one of the treatment centers listed below.

### **AA Abuse Helpline-24 hours**

1-800-299-6310

### **Narcotics Anonymous**

Fellowship Services Team  
fsmail@na.org or 818.773.9999 x771

### **Katy Trail Community Health**

821 Westwood Ave  
Sedalia, Mo 65301  
660-827-1130

### **Free or discounted counseling**

First Baptist Church of Warrensburg  
1302 S Maguire  
Warrensburg, Mo. 64093  
[www.fbcwburg.org](http://www.fbcwburg.org)

### **Pettis County Health Center**

911 East 16<sup>th</sup> Street  
Sedalia, Mo. 65301  
[www.pettiscountyhealthcenter.com](http://www.pettiscountyhealthcenter.com)

## **Sex Offenses, Domestic Violence, Dating Violence, Sexual Assault or Stalking**

Reporting a Sex Offense, Domestic Violence, Dating Violence, Sexual Assault or Stalking:

It is the policy of the Academy of Salon Professionals to immediately report any sexual offense to the Sedalia Police Department, whether committed on or off campus. It is imperative that victims of any kind of sexual offense report

the crime to one of the Academy of Salon Professionals security authorities and/or to the Sedalia Police Department. It is also important to preserve any and all evidence (i.e. clothing, objects and any other biological evidence) for the proof of a criminal offense.

When sexual assaults are committed off-campus, persons are encouraged to report to the appropriate law enforcement agency, but a student may elect, instead, to report the sexual assault to one of the campus security authorities. Any assault will be immediately reported to the Sedalia Police Department.

Definitions:

1. "Domestic violence" includes asserted violent misdemeanor and felony offenses committed by the victim's current or former spouse, current or former cohabitant, person similarly situated under domestic or family violence law, or anyone else protected under domestic or family violence law.
2. "Dating violence" means violence by a person who has been in a romantic or intimate relationship with the victim. Whether there was such relationship will be gauged by its length, type, and frequency of interaction.
3. "Stalking" means a course of conduct directed at a specific person that would cause a reasonable person to fear for her, his, or others' safety, or to suffer substantial emotional distress.

#### **THINGS TO DO IF YOU ARE A VICTIM OF Domestic Violence, Dating Violence, Sexual Assault or Stalking**

1. Tell the first person you see and point out the attacker.
2. Report ASSAULT to the Police.
3. Don't shower or bathe.
4. Preserve as much evidence as possible.
5. Remember all you can about the attacker such as age, height, weight, race, color of eyes-hair-clothes, and type of complexion-pants-shirt-shoes.

#### **THINGS TO DO IF YOU ARE A BYSTANDER AND/OR WITNESS TO Domestic Violence, Dating Violence, Sexual Assault or Stalking**

1. Alert the Police as soon as possible (In emergencies dial 9-1-1)
2. If you may intervene without causing danger to yourself, alert the individual in danger to the situation.
3. Tell the first person you see and point out the situation.
4. Remember all you can about the attacker such as age, height, weight, race, color of eyes-hair-clothes, and type of complexion-pants-shirt-shoes.
5. Report the incident to the campus security officer.

#### **Disciplinary Action for Sex Offenses**

Anyone wishing to report a sex offense to the Academy of Salon Professionals may use the Hazard and Incident Report that is included in its Annual Security Report. Sex offenses that are reported to the Academy of Salon Professionals will be investigated and a disciplinary proceeding held within 60 days. Names of both the accuser and accused will be kept confidential during the institutional proceedings; however details of the incident will be reported to the Sedalia Police Department. Tangible evidence and testimony will be considered when determining the appropriate institutional sanctions, if any, that will be imposed. Sanctions may include suspension and even termination from the Academy of Salon Professionals. Both the accuser and the accused will be informed of the outcome of any institutional sanctions. Additionally, both the accuser and the accused are entitled to have others present during a disciplinary proceeding.

#### **Disciplinary Action for Sex Offense Convictions**

If a student or a staff member is convicted of a sexual offense, regardless of whether or not the action took place on the Academy of Salon Professionals campus, that individual is subject to disciplinary actions by Academy of Salon Professionals. Any student or staff member may be subject to sanctions leading up to or including termination if convicted of any sex offense, including rape, acquaintance rape or any other forcible or non-forcible sex offenses. Both the accuser and the accused will be informed of the outcome of any institutional sanctions. Additionally, both the accuser and the accused are entitled to have others present during a disciplinary proceeding.

## **Rape and Sexual Abuse Support**

At this time, the Academy of Salon Professionals does not have on-campus resources for victims of a sexual assault. The following organizations are available to the community for assistance:

CASA (Citizens Against Spousal Abuse) 800-894-1151  
Pettis County Health Center 660-827-1130

## **Registered Sex Offenders**

In accordance to the Campus Sex Crimes Prevention Act of 2000 (CSCPA), which amends the Jacob Wetterling Crimes Against Children and Sexually Violent Offender Registration Act, the Jeanne Cleary Act and the Family Educational Rights and Privacy Act of 1974 (FERPA), the state of Missouri is required to provide information as to the location, enrollment and/or employment of a sex offender at a post-secondary institution to local law enforcement authorities. is required to inform both staff and students of recourses where this information can be found. The law also requires sex offenders already required to register in a State to provide notice to each higher education institution in that State at which the person is employed, carries a vocation, or is a student. In Missouri, convicted sex offenders must register with the Missouri State Highway Patrol.

A list of all registered sex offenders in Missouri is available from the Missouri State Highway Patrol at [www.mshp.dps.missouri.gov](http://www.mshp.dps.missouri.gov). Click on the Programs/Services tab and scroll down to Sex Offenders Registry. The Academy of Salon Professionals campus address is 2414 S Limit Avenue, Sedalia, MO 65301. Sedalia is located in Pettis County.

In order to determine where sex offenders are located, use the following links:

Missouri State Highway Patrol [www.mshp.dps.missouri.gov](http://www.mshp.dps.missouri.gov)

- Programs/Services
- Sex Offender Registry

## **Hate Crimes**

The Academy of Salon Professionals does not condone violence or hate crimes of any kind. Further, Academy of Salon Professionals endeavors to safeguard the rights of American citizens that are mandated by the Constitution of the United States, regardless of race, ethnicity, national origin, religion, gender, gender identity, sexual identity, sexual orientation, disability and political or religious beliefs.

## **Security Training**

The Academy of Salon Professionals is actively gathering information in order to provide students with safety and security training. This report will be updated when classes and/or training workshops are acquired.

## **SECURITY TIPS**

### **PERSONAL SAFETY: PROTECT YOURSELF**

Prevention is the best protection against crime.

- Don't dismiss suspicious people or situations.
- Don't put yourself in harm's way; avoid dangerous situations.
- Lock your car doors.
- Use common sense.
- Don't walk alone at night; stay in lighted areas.
- Park your vehicle in lighted areas; lock the doors.
- Keep valuables out of sight; don't tempt a thief.
- Don't give out your keys; they can be copied.
- Report all crimes and suspicious acts.

### **THINGS TO DO TO REDUCE THE RISK**

- Lock doors.
- Avoid out-of-the-way places.
- Vary your routine.
- Learn about friends' attitudes before becoming friendly.
- Watch alcohol intake.
- Leave lights on in rooms.
- Have transportation or use public transportation.

#### **AUTO THEFT PREVENTION: SECURING YOUR VEHICLE**

- Always lock your car, even if you're leaving it for a short time.
- Remove the key, and do not keep a spare key hidden somewhere on the frame or body of the vehicle in a magnetic box.
- All windows should be rolled up completely. One slightly open window can render all other precautions useless.
- Park as close to the building as possible when parking at shopping malls or stores.
- Park in well lit areas. When possible park in an attended parking lot or garage. At home, park your vehicle in the garage.
- When parking in a public lot, never tell anyone how long you'll be (including the attendant). If a key must be left with an attendant, leave only the ignition key.
- Don't leave valuables visible in your car. Radios, cameras, packages, etc. attract attention and can tempt thieves to break in. Lock all valuables in the trunk.
- Never leave credit cards, checkbooks, or papers pertaining to the vehicle in the glove box. It could aid the thief in selling your car.
- Do not attach a name tag or plate to your key ring. It could lead a thief directly to your house or car if you lose your keys

#### **Crime Statistics**

Crime statistics include all reports received by the Sedalia Police Department and from the persons designated as Campus Security Authorities for the Academy of Salon Professionals.

## Criminal Offenses - On campus

Criminal offense	Total occurrences On campus		
	2015	2016	2017
a. <u>Murder/Non-negligent manslaughter</u>	0	0	0
b. <u>Manslaughter by Negligence</u>	0	0	0
c. <u>Rape</u>	0	0	0
d. <u>Fondling</u>	0	0	0
e. <u>Incest</u>	0	0	0
f. <u>Statutory rape</u>	0	0	0
g. <u>Robbery</u>	0	0	0
h. <u>Aggravated assault</u>	0	0	0
i. <u>Burglary</u>	0	1	0
j. <u>Motor vehicle theft</u>	0	0	0
k. <u>Arson</u>	0	0	0



## Criminal Offenses - Public Property

Criminal offense	Total occurrences on Public Property		
	2015	2016	2017
a. <u>Murder/Non-negligent manslaughter</u>	0	0	0
b. <u>Manslaughter by Negligence</u>	0	0	0
c. <u>Rape</u>	0	0	0
d. <u>Fondling</u>	0	0	0
e. <u>Incest</u>	0	0	0
f. <u>Statutory rape</u>	0	0	0
g. <u>Robbery</u>	0	0	0
h. <u>Aggravated assault</u>	0	0	0
i. <u>Burglary</u>	0	0	0
j. <u>Motor vehicle theft</u>	0	0	0
k. <u>Arson</u>	0	0	0

## Hate Crimes - On campus

Criminal offense	Occurrences of Hate crimes
	2017 Total
a. <u>Murder/ Non-negligent manslaughter</u>	
c. <u>Rape</u>	
d. <u>Fondling</u>	
e. <u>Incest</u>	
f. <u>Statutory rape</u>	
g. <u>Robbery</u>	
h. <u>Aggravated assault</u>	
i. <u>Burglary</u>	
j. <u>Motor vehicle theft</u>	
k. <u>Arson</u>	
l. <u>Simple assault</u>	
m. <u>Larceny-theft</u>	
n. <u>Intimidation</u>	
o. <u>Destruction/damage/ vandalism of property</u>	

	Occurrences of Hate crimes
Criminal offense	2016 Total
a. <u>Murder/ Non-negligent manslaughter</u>	
c. <u>Rape</u>	
d. <u>Fondling</u>	
e. <u>Incest</u>	
f. <u>Statutory rape</u>	
g. <u>Robbery</u>	
h. <u>Aggravated assault</u>	
i. <u>Burglary</u>	
j. <u>Motor vehicle theft</u>	
k. <u>Arson</u>	
l. <u>Simple assault</u>	
m. <u>Larceny-theft</u>	
n. <u>Intimidation</u>	
o. <u>Destruction/damage/ vandalism of property</u>	

	Occurrences of Hate crimes
Criminal offense	2015 Total
a. <u>Murder/ Non-negligent manslaughter</u>	
c. <u>Rape</u>	
d. <u>Fondling</u>	
e. <u>Incest</u>	
f. <u>Statutory rape</u>	
g. <u>Robbery</u>	
h. <u>Aggravated assault</u>	
i. <u>Burglary</u>	
j. <u>Motor vehicle theft</u>	
k. <u>Arson</u>	
l. <u>Simple assault</u>	
m. <u>Larceny-theft</u>	
n. <u>Intimidation</u>	
o. <u>Destruction/damage/ vandalism of property</u>	

## Hate Crimes - Public Property

	Occurrences of Hate crimes
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Criminal offense	2017 Total
a. <u>Murder/ Non-negligent manslaughter</u>	
c. <u>Rape</u>	
d. <u>Fondling</u>	
e. <u>Incest</u>	
f. <u>Statutory rape</u>	
g. <u>Robbery</u>	
h. <u>Aggravated assault</u>	
i. <u>Burglary</u>	
j. <u>Motor vehicle theft</u>	
k. <u>Arson</u>	
l. <u>Simple assault</u>	
m. <u>Larceny-theft</u>	
n. <u>Intimidation</u>	
o. <u>Destruction/damage/ vandalism of property</u>	

	Occurrences of Hate crimes
Criminal offense	2016 Total
a. <u>Murder/ Non-negligent manslaughter</u>	
c. <u>Rape</u>	
d. <u>Fondling</u>	
e. <u>Incest</u>	
f. <u>Statutory rape</u>	
g. <u>Robbery</u>	
h. <u>Aggravated assault</u>	
i. <u>Burglary</u>	
j. <u>Motor vehicle theft</u>	
k. <u>Arson</u>	
l. <u>Simple assault</u>	
m. <u>Larceny-theft</u>	
n. <u>Intimidation</u>	
o. <u>Destruction/damage/ vandalism of property</u>	

Criminal offense	Occurrences of Hate crimes
	2015 Total
a. <u>Murder/ Non-negligent manslaughter</u>	
c. <u>Rape</u>	
d. <u>Fondling</u>	
e. <u>Incest</u>	
f. <u>Statutory rape</u>	
g. <u>Robbery</u>	
h. <u>Aggravated assault</u>	
i. <u>Burglary</u>	
j. <u>Motor vehicle theft</u>	
k. <u>Arson</u>	
l. <u>Simple assault</u>	
m. <u>Larceny-theft</u>	
n. <u>Intimidation</u>	
o. <u>Destruction/damage/ vandalism of property</u>	

### VAWA Offenses - On Campus

Crime	Total occurrences On Campus		
	2015	2016	2017
a. <u>Domestic violence</u>	0	0	0
b. <u>Dating violence</u>	0	0	0
c. <u>Stalking</u>	0	0	0

### VAWA Offenses - Public Property

Crime	Total occurrences on Public Property		
	2015	2016	2017
a. <u>Domestic violence</u>	0	0	0
b. <u>Dating violence</u>	0	0	0
c. <u>Stalking</u>	0	0	0

## Arrests - On campus

Crime	Number of Arrests		
	2015	2016	2017
a. <u>Weapons: carrying, possessing, etc.</u>	0	0	0
b. <u>Drug abuse violations</u>	0	0	0
c. <u>Liquor law violations</u>	0	0	0

## Arrests - Public Property

Crime	Number of Arrests		
	2015	2016	2017
a. <u>Weapons: carrying, possessing, etc.</u>	0	0	0
b. <u>Drug abuse violations</u>	0	0	0
c. <u>Liquor law violations</u>	0	0	0

## Disciplinary Actions - On Campus

Crime	Number of persons referred for Disciplinary Action		
	2015	2016	2017
a. <u>Weapons: carrying, possessing, etc.</u>	0	0	0
b. <u>Drug abuse violations</u>	0	0	0
c. <u>Liquor law violations</u>	0	0	0

## Disciplinary Actions - Public Property

Crime	Number of persons referred for Disciplinary Action		
	2015	2016	2017
a. <u>Weapons: carrying, possessing, etc.</u>	0	0	0
b. <u>Drug abuse violations</u>	0	0	0
c. <u>Liquor law violations</u>	0	0	0

## Unfounded Crimes

	Number		
	2015	2016	2017
a. <u>Total unfounded crimes</u>	0	0	0

**Academy of Salon Professionals ACCIDENT & INJURY FORM**

At Academy of Salon Professionals, we strive to keep a safe and fun learning environment. However, accidents are inevitable. Accident and injury forms are available for students, staff and guests should any situation arise. We encourage the prompt use of these forms. Ask any Educator or administrative staff member for a form should the need arise.

**Hazard and Incident Report Form**

**SECTION A – DETAILS OF PERSON INVOLVED IN INCIDENT OR REPORTING HAZARD**

Name: \_\_\_\_\_ Phone: \_\_\_\_\_ / \_\_\_\_\_

Address: \_\_\_\_\_ City \_\_\_\_\_ State: \_\_\_\_\_

Zip: \_\_\_\_\_

Staff \_\_\_\_\_ Student \_\_\_\_\_ Guest \_\_\_\_\_

**SECTION B – INCIDENT DETAILS OR NATURE OF HAZARD OR DAMAGE (Use separate sheet if necessary)**

Date of Incident: \_\_\_/\_\_\_/\_\_\_ Time: \_\_\_\_\_ am/pm

Location of Incident, Hazard, or Damage: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Brief Description of Incident, Hazard, Fire, Damage, etc. (what happened?): \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

If injury occurred and injured person is under the age of 18 or otherwise dependent, please complete the following:

Name of Father/Male Guardian: \_\_\_\_\_ Phone: \_\_\_\_\_

Name of Mother/Female Guardian: \_\_\_\_\_ Phone: \_\_\_\_\_

Address of parents/guardians: \_\_\_\_\_

Signature of injured person: \_\_\_\_\_ Date: \_\_\_/\_\_\_/\_\_\_

Signature of parent/guardian if under 18: \_\_\_\_\_ Date: \_\_\_/\_\_\_/\_\_\_

Describe injuries/illness including part(s) and side(s) of body affected:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**SECTION C – WITNESSES TO INCIDENT, HAZARD, OR DAMAGE**

List of witnesses or first person on scene:

Name: \_\_\_\_\_ Address: \_\_\_\_\_  
Phone: \_\_\_\_\_ Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Name: \_\_\_\_\_ Address: \_\_\_\_\_  
Phone: \_\_\_\_\_ Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Name: \_\_\_\_\_ Address: \_\_\_\_\_  
Phone: \_\_\_\_\_ Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**SECTION D – SUPERVISOR/MANAGEMENT NOTIFICATION**

Name of Supervisor/Member of Management Incident, Hazard, or Damage reported to:

\_\_\_\_\_

Date/Time of notification: \_\_\_/\_\_\_/\_\_\_, \_\_\_ am/pm

Supervisor’s Notes: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signature of Supervisor/Member of Management: \_\_\_\_\_

Title: \_\_\_\_\_ Phone: \_\_\_\_\_ Date: \_\_\_/\_\_\_/\_\_\_

Additional Notes/Comments re: Investigation, Preventative Action, Recommendations, Maintenance, Repairs, etc.  
(attach any necessary documents):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



