Accident/Incident Form

In case of emergency/accident/ incident of any sort:

Contact the college first at (507) 933-8888 (24 hours/day) to report incident and receive further instruction.

DAY/DATE: ________________ Location: ________________________________________________

Time: ___________ a.m./p.m. ____________________________________________________________

Name: ____________________________________________________________

Driver’s License Number: __________________________ State of Issue: ________ Birthdate: ______

Department/Organization: ____________________________________________

Purpose of Travel: ____________________________________________________

Witnesses: _____________________________________________________________

Description of Accident/Incident:

_____________________________________________________________________________________

_____________________________________________________________________________________

_____________________________________________________________________________________

_____________________________________________________________________________________

_____________________________________________________________________________________

_____________________________________________________________________________________

(Continue on back of form if more space is needed.)

Signature: _________________________________________________________________

________________________________________________________ Date: ________________________

Other Driver Information:

Name: _________________________________________________________________

Address: ___________________________________________________________________

Driver’s License Number: __________________________ State of Issue: ________ Birthdate: ______

Insurance Company Name/Address/Agent: ____________________________________________

________________________________________________________

Signature: __________________________________________ Date: ________________________

SEND TO CAMPUS SAFETY WITHIN 24 HOURS

8/2012