

# Oberlin Heritage Center Incident / Accident Report

An "incident" is any medical emergency, any instance of loss or damage, or any other unusual activity (that warrants reporting) occurring on O.H.I.O. / Oberlin Heritage Center property, including inside the buildings as well as outside on the grounds.

Today's Date: \_\_\_\_\_

Date of Incident: \_\_\_\_\_ Time of Incident: \_\_\_\_\_

<b>Location of Incident:</b> (Be as specific as possible)	
<b>Describe the Incident:</b>  <ul style="list-style-type: none"> <li>• Include a summary of what happened</li> <li>• Identify the persons involved in incident</li> <li>• Obtain phone numbers in case further information is needed</li> </ul>	
<b>Describe the <u>response</u> to the incident</b>  <ul style="list-style-type: none"> <li>• Indicate action taken</li> <li>• Identify persons involved in response</li> <li>• Obtain phone numbers in case further information is needed</li> </ul>	
<b>Additional information related to incident?</b> <b>Any further follow-up needed?</b>	

Report submitted by: \_\_\_\_\_

Name

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Title (Staff Position/Volunteer/Intern/Etc...)

Phone Number