

RIVER PARISHES COMMUNITY COLLEGE

CAMPUS STUDENT/EMPLOYEE INCIDENT REPORT FORM

Instructions:

- 1. This form is to be completed for any injury, incident or unusual occurrence a student or employee on the River Parishes Community College premises.
2. Obtain form from their instructor or nearest college administrator as soon as possible after incident.
3. Complete Sections I-III and return form to college administrator.
4. Instructor or college administrator should complete Section IV and submit form to the Business Office
5. Business Office will complete Section VI.

I. STUDENT/EMPLOYEE

Form with fields for Full Name and SSN.

II. STUDENT/EMPLOYEE

Form with fields for Name of report (injury, incident, unusual occurrence), Place of incident, and Date of incident.

III. STUDENT/EMPLOYEE

Form with a large text area for describing the injury, incident or unusual occurrence, and fields for Student signature and Date.

IV. INSTRUCTOR OR NEAREST COLLEGE ADMINISTRATOR

Form with a text area for acknowledgment and fields for Signature, Title, and Date.

V. SUBMIT THIS FORM TO THE BUSINESS OFFICE AS SOON AS POSSIBLE.

VI. BUSINESS OFFICE

Form with a text area for action taken and fields for Signature and Date.