

Accident/Incident Report

North Babylon Public Library  
815 Deer Park Avenue  
North Babylon, New York 11703-3812  
(631) 669-4020

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

Name of Person Involved: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Age Estimate \_\_\_\_\_

Patron      Employee      Vendor      Contractor \_\_\_\_\_

Parent/Guardian: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Location of Occurrence: \_\_\_\_\_

Describe whether person fell, slipped, was struck, etc; what machine, object, substance, person was most connected with the incident:

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

Describe injury: \_\_\_\_\_

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

If this was a fall, describe the type of footwear the person was wearing: (sneakers, sandals, boots, high heels, flip-flops, etc.)

\_\_\_\_\_

Weather conditions: \_\_\_\_\_

Lighting: \_\_\_\_\_

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Describe action taken: \_\_\_\_\_

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

Any action refused? \_\_\_\_\_

\_\_\_\_\_

Was person taken to the hospital? \_\_\_\_\_

Which one? \_\_\_\_\_

How were they transported? \_\_\_\_\_

Fire Department involvement? \_\_\_\_\_ Time arrived: \_\_\_\_\_

Police Department involvement? \_\_\_\_\_ Time arrived: \_\_\_\_\_

Report number \_\_\_\_\_ Officer number: \_\_\_\_\_

Witnesses (including staff)

Name: \_\_\_\_\_ Name: \_\_\_\_\_

Add: \_\_\_\_\_ Add: \_\_\_\_\_

\_\_\_\_\_

Phone: \_\_\_\_\_ Phone: \_\_\_\_\_

Additional remarks: \_\_\_\_\_

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

Person taking report: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor: \_\_\_\_\_ Date: \_\_\_\_\_

*Always offer to call for emergency medical assistance.*

*Always give the Director's name and library phone number so they can contact the library if medical treatment is sought after they leave the library.*

This report is to be forwarded to the Director's office IMMEDIATELY.

This is a legal document.

Copies are not to be made without administrative approval.

Approved by the Board of Trustees

February 25, 2003

Updated and Approved by the Board of Trustees, January 19, 2016