



# Generic Incident Report

Print Form

Risk Management  
Mat-Su Borough School District  
501 N. Gulkana  
Palmer, AK 99645  
P (907) 746-9213 || F (907) 761-4091

**Special Instructions:** Use this form for non-injury or near-miss events when no other form applies.

Name of Reporter  Reporting Date  Reporting Time   
Reporter's Job Title  Location

## Incident Information

Name of Individual   
Type of Incident  Incident Date  Incident Time   
Incident Location

Please describe the incident in the space below:

Please describe any assistance needed:

## Casualty / Property Damage Information

Please describe any injuries:

Please describe any damages: