



# 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:  Report Date:  Report Time:   
Reporter Job Title:  School:

**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:

Please email a copy to [riskmanagement@matsuk12.us](mailto:riskmanagement@matsuk12.us) and send originals to Risk Management