



Appendix A: Incident Report

Date of Incident	
Time of Incident AM-PM	
Location of Incident	
Weather Conditions	
Walking Surface Type (carpet/tile/asphalt, etc.)	
Walking Surface Condition?	
Name of Injured Party	
Address	
Sex	
Age	
Phone Number	
Nature of Injury	
First Aid Given?	
911 Called?	
Hospital - Clinic?	
Describe What Happened	
What did the Injured Party Say?	
Type of Footwear Worn?	
Eyeglasses?	
Cane, Walker, etc.?	
Prescription(s)?	
Witnesses Name	
Address	
Phone	
Witnesses Name	
Address	
Phone	
Witnesses Name	
Address	
Phone	
Attach Photos of Scene	
Incident Report Filled Out By:	
Signature:	

Keep this report in a secure place