UNIVERSITY OF UTAH
INCIDENT/ACCIDENT REPORT

INSTRUCTIONS:
1. This form should be completed by University Personnel whenever anyone is involved in an incident which could have/did result in personal injury or property loss, except for occupational or automobile related accidents. DO NOT issue a blank form to injured persons to complete and return.
2. Requests for a copy of the completed form should be directed to the University Risk Manager at 581-5590. All requests are subject to approval.
3. Keep a copy for your records and submit a completed form to Risk & Insurance Management, 110 Park Building, by fax (581-7541) or by clicking send above.

GENERAL INFORMATION

<table>
<thead>
<tr>
<th>1. Injured Person or Property Owner</th>
<th>2. Sex</th>
<th>Female</th>
<th>Male</th>
<th>3. Age</th>
</tr>
</thead>
</table>

4. Address

5. Home Telephone
6. Work Telephone

7. ■ Student ■ Faculty ■ Staff ■ Volunteer ■ Visitor

8. Date and time of loss/accident

9. Exact location of loss/accident

10. Witness Name
11. Phone Number
12. Other Phone Number

INCIDENT OR ACCIDENT

13. How did the incident/accident occur? Describe fully the events; give details on all facts that led to the accident or injury. Identify the individual(s) who may have caused or contributed to the injury.

14. Reported to Police ■ Yes ■ No
15. Name of Police Agency
16. Case Number

17. Apparent nature of injury
18. Part(s) of body injured

19. Describe immediate action taken

20. By Whom

21. Explain any first-aid given

22. By Whom

23. Method of transportation

24. Attending Physician
25. Hospital

PROPERTY DAMAGE OR THEFT

26. Exact description of loss

27. Describe property in detail

28. Approximate dollar value $
29. Reported to Police ■ Yes ■ No

30. Name of Police Agency
31. Case Number

32. First noticed by whom
33. Phone Number

ADDITIONAL INFORMATION

34. Person completing report
35. University Department

36. Phone Number
37. E-mail Address

38. Area Supervisor
39. Phone Number

41. Additional Comments or Information

42. ■ I attest that the information given here is accurate to the best of my knowledge.