

**System Office of Risk Services**

Anchorage – (907) 786-1140  
Fairbanks- (907) 450-8150

**University of Alaska Anchorage**  
(907) 786-1351



**UNIVERSITY**  
*of* **ALASKA**  
*Many Traditions One Alaska*

**University of Alaska Fairbanks**  
(907) 455-5413

**University of Alaska Southeast**  
(907) 796-6077

**INCIDENT REPORT**

Print and complete this form to report an incident resulting in potential bodily injury, property damage, and/or loss or theft of University property. **Send the completed form within 48 hours of the incident to Campus Risk Services either by Email, facsimile, Campus or U.S. Mail.** Do NOT use this form to report auto or employee injury related incidents. Please contact your campus Risk Services representative if you have questions.

Name (Last) \_\_\_\_\_ (First) \_\_\_\_\_ (MI) \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Status: [ ] Employee / If employee, please identify department: \_\_\_\_\_

[ ] Student [ ] Visitor [ ] Other \_\_\_\_\_

Work Phone \_\_\_\_\_ Home Phone \_\_\_\_\_ Email \_\_\_\_\_

Date of Incident \_\_\_\_\_ Time of Incident \_\_\_\_\_

Location \_\_\_\_\_

**Describe Incident**

**Was anyone injured or anything damaged? If yes, please describe**

**Witnesses (Include name, address, phone and relationship)**

**Did police, security, fire or other emergency agencies respond? If yes, please explain.**

**Other Comments**

Your Signature \_\_\_\_\_ Date \_\_\_\_\_