

Mt. Diablo Unified School District Incident Report

This form is to be completed by a site administrator or designee in the event that there is knowledge or suspicion of an incident that occurred on the site for which the district could have potential exposure to a liability claim. It is **not** necessary for the person completing this report to determine liability or negligence on the district's part. Simply report any information that you may have. Examples of the type of incident that would generate this report include, but are not limited to, the following:

1. *A person, other than a student or an employee, is injured on the site.*
2. *A student is involved in a sexual-related matter, either the victim or the perpetrator.*
3. *A student is questioned by the police as a possible victim or suspect.*
4. *The property of a student is either damaged or stolen.*
5. *The property of a non-student that is in school custody is stolen or damaged. For example, visiting athletic team's locker room is broken into and player/coach personal property is stolen or damaged.*

Site: _____

Type of incident (e.g. theft, personal, injury, property damage or sexual assault):

Date of incident (approximate if actual date unknown): _____

Name of potential claimant if known: _____

- **Please complete the narrative on the reverse side of this form and return it in confidence to the Risk Manager at the district office.**

- **This report is a confidential document and must not be shared with any potential claimant.**

- **Attach any pertinent documentation such as photographs and witness statements.**

