



INCIDENT REPORT

Non-Employee Bodily Injury
Non- SPPS Property Damage

SPPS Personnel: Use this form to report injuries or property damage sustained by visitors, students, or general public alleged to have been caused by Saint Paul Public Schools (SPPS) or occurring on SPPS' property or during an SPPS activity or event (do not use for motor vehicle accidents or employee injuries). Complete all sections and submit to SPPS Facilities Department: - via facsimile to # 651.744.1867 - via interoffice mail to Facilities Dept, District Service Facility, 1930 Como Avenue - via US mail to SPPS Facilities Dept, District Service Facility, 1930 Como Avenue, St Paul, MN 55108

Details of Incident (If more than one person involved, use separate Incident Report form for each person.)

Form section for incident details including Date of Incident, Time, Place of Incident, Street Address, Program Involved, Name of Class/Course/Event, Individual Involved, and Description of what happened.

Injured Person

Form section for injured person details including Name, Age, Grade, Sex, Home Address, Telephone, Parent/Guardian information, and Description of Body Part(s) Injured.

Property Damage

Form section for property damage details including Property Damaged, Extent of Damage, Owner Name, Telephone, Email, and Owner Address.

Witness(es)

Form section for witness information including Name, Telephone, Email, and Home Address for one or more witnesses.

SPPS Personnel Completing Report (Form must be completed by SPPS staff only.)

Form section for SPPS personnel completion including Name, Telephone, Date of Report, and Admin.