



INCIDENT REPORT FORM

REPORTED BY: _____ DATE OF REPORT: _____
TITLE / ROLE: _____ TIME OF REPORT: _____

INCIDENT INFORMATION

INCIDENT TYPE: _____ DATE OF INCIDENT: _____ TIME OF INCIDENT: _____
SPECIFIC LOCATION (if applicable): _____

INCIDENT DESCRIPTION

RECOMMENDED ACTION

PARTIES INVOLVED

| Name | Role | Phone | Email |
|------|------|-------|-------|
| | | | |
| | | | |
| | | | |

WITNESSES (if applicable):

| Name | Role | Phone | Email |
|------|------|-------|-------|
| | | | |
| | | | |
| | | | |

INJURY / DAMAGE DETAILS

| | |
|---|--|
| Was anyone injured? Y/N | |
| Was the injured person(s) transported? Y/N | |
| If yes, to what location? Name and Address: | |
| Was there any property damage? Y/N | |
| Describe the damage(s) | |

REPORT INFORMATION

| | | | |
|---|-------|--------------------------------------|-------|
| POLICE REPORT FILED? YES OR NO | _____ | PRECINCT (if applicable) | _____ |
| REPORTING OFFICER (if applicable) | _____ | OFFICER PHONE (if applicable) | _____ |
| POLICE REPORT NUMBER (if applicable) | _____ | | |
| INSURANCE REPORT FILED? YES OR NO | _____ | CLAIM NUMBER (if applicable) | _____ |
| AGENT NAME (if applicable) | _____ | AGENT PHONE (if applicable) | _____ |

SIGNATURES

Submitter's Name

Submitter's Signature **Date**

Supervisor's Name

Supervisor's Signature **Date**

RESOLUTION / OUTCOME

BLACKROCK REPORT PROCESS

| PROCESS | STATUS |
|---|--------|
| Staff Calls 911 (extreme emergency only) | |
| Staff Calls Facilities Director at 973-525-6913 | |
| Facility Director Calls CEO at 301-502-2443 | |
| Facility Director Calls Non-Emergency Police | |
| Facility Director Contacts Building Management (if applicable) | |
| Department Director Contacts ICE, parents/guardians, or patrons (if applicable) | |
| CEO contacts police, insurance company, and Communications Director (if applicable) | |

Once Incident Report Form is completed, please send a copy to both [Lynn Andreas Arndt](#), BlackRock CEO and [Michael Sickles](#), Operations and Facilities Director. Saving a copy for your records via Microsoft OneDrive is highly encouraged.