



Incident Report Form

This form is to be used to document all incidents (including near misses, non-evacuated and evacuated injuries), illnesses/ailments, and disciplinary actions that occur during a program. Complete as close to the time of the incident as possible and submit (via email) to Clemson Study Abroad (abroad-L@clemson.edu). Student names and ID will be kept confidential. Use additional space as needed.

1. Today's date:
2. Student name:
3. Student Clemson ID:
4. Date of incident:
5. Time of incident:
6. Location of incident:

7. Others involved in incident:
8. Clemson staff/faculty completing form:
9. Contact information for staff/faculty completing the form:
10. Program name:
11. Check or highlight the appropriate description to indicate the nature of the incident:
 Alcohol/drugs Injury/illness Theft
 Student Arrest Assault
 Other (please specify): _____

Describe the incident. Be as specific as possible (attach additional sheets as needed):