



Incident Report

An Incident Report is required for all events/incidents occurring on or around this campus regardless of whether emergency personnel have been contacted. Examples include criminal conduct, hate crimes, sexual assault, harassment, motor vehicle accidents, theft, burglary and any referral for disciplinary conduct.

- In the event of an emergency that requires emergency personnel, call 911 immediately. If dialing from a campus phone, use 9-911.
- Complete and submit this form to **Bruce Davis, the Safety Director**, bdavis@kvcc.me.edu, **Annex on Eskelund Drive, Room 109, 453-5116**. If the Safety Director is unavailable, contact safety contacts noted on the back of this form.
- Reports must be submitted in a timely manner. Please submit same day.

- **Date & Time** incident occurred _____ AM or PM
Month/ day/year *Time*

- **Location** where incident occurred

- **Indoor:** _____
Campus Building *Floor* *Room #*

- **Outdoor Location** (*Parking lots, open areas, sidewalks*):

- **Off campus Location** (*location of student club activities*):

- **Description** of the incident

- **Names** of individuals involved in incident

Identity of individuals involved is unknown

Name Student ID/Phone Number

Name Student ID/Phone Number

Name Student ID/Phone Number

Attach a separate sheet for additional names of individuals involved in this incident.

- **Witnesses** of this incident

No additional witnesses of this incident

Name of witness Phone Number

Name of witness Phone Number

Name of witness Phone Number

- **Reporting Individual**

Name of Reporting Individual (Print clearly) Signature of Reporting Individual

Role/Title (Student, staff, faculty, non-campus person) Date report was completed

- **Disciplinary Action**

Referral to Dean of Students for disciplinary action

Campus Security Contacts

KVCC Personnel	Phone	Office Location
➤ Bruce Davis, Security Director	453-5116	Eskelund Drive, Annex, Rm 109
➤ Jeff Charette, Plant Engineer	453-5036	Main Campus Annex
➤ Karen Normandin, Dean of Students	453-5019	Enrollment Services Center, Frye

Return completed form to Bruce Davis, Security Director, Room 109, Annex, Eskelund Drive