

COUNTY OF HUMBOLDT

BODILY INJURY AND PROPERTY DAMAGE INCIDENT REPORT

Complete and return to: Risk Management Division, 825 5th Street, Room 111, Eureka, CA 95501, Telephone: (707) 476-2381

(Must be completed within 24 hours or as soon as possible)

Please Type or Print

CONFIDENTIAL – DO NOT RELEASE TO ANYONE

SECTION I

ORIGINATOR (Person reporting): _____ TITLE: _____

DEPARTMENT/DIVISION: _____ TELEPHONE NO: _____ BUDGET UNIT NO: _____

DATE OF INCIDENT: _____ TIME OF INCIDENT: _____

LOCATION OF INCIDENT: _____

DESCRIBE HOW THE INCIDENT OCCURRED: _____

DESCRIBE PROPERTY DAMAGED OR LOST: _____

WILL THE COUNTY NEED TO MAKE REPAIRS? [] YES [] NO IF YES, PLEASE ATTACH A COPY OF THE WORK ORDER.

LAW ENFORCEMENT OR POLICE AGENCY CONTACTED/REPORT NO./NAME OF POLICE

OFFICER: _____

DO YOU THINK THE INCIDENT COULD HAVE BEEN AVOIDED? [] YES [] NO

IF YES, PLEASE EXPLAIN HOW: _____

WAS ANYONE INJURED? [] YES [] NO IF YES, INDICATE NAME, ADDRESS, AND TELEPHONE NO. OF INJURED PERSON(S):

BRIEFLY EXPLAIN INJURY: _____

NAME, ADDRESS, AND TELEPHONE NO. OF WITNESS (IF ANY): _____

ORIGINATOR'S SIGNATURE _____ DATE: _____

SECTION II (FOR RISK MANAGEMENT DIVISION USE)

REVIEWED/INVESTIGATED BY: _____ DATE: _____

TYPE OF LOSS: _____

ACTION(S) TAKEN OR RECOMMENDED: _____

SUBROGATION RECOMMENDED [] YES [] NO FOLLOW-UP FILE DATE: _____ INITIAL _____

**BODILY INJURY AND PROPERTY DAMAGE INCIDENT REPORT
INSTRUCTIONS**

County employees are encouraged to report incidents involving bodily injury to public patrons while on County property and damage to County property. Proper and early reporting of incidents provides the County with an opportunity for early investigation and documentation of events.

EMPLOYEE

- ◆ Immediately report the incident to your supervisor.

SUPERVISOR

- ◆ Immediately notify the Risk Management Division.
- ◆ Complete Section I of the Bodily Injury and Property Damage Incident Report (RM 02), giving precise information regarding the incident.
- ◆ Send completed form to the Risk Management Division, a copy to Building Maintenance, and retain a copy for the Department Head/Safety Committee.

Note: This is an internal document for County use and may contain information that is privileged, confidential, and exempt from disclosure under applicable law. DO NOT GIVE THIS REPORT TO THE INJURED INDIVIDUAL AND DO NOT DISCUSS THE INCIDENT WITH ANYONE. Refer all individuals to the Risk Management Division.

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