

INCIDENT REPORT FORM

CEO, Risk Management Division
530.886.2600 ● FAX 530.886.2609
145 Fulweiler Avenue, Suite 100, Auburn, CA 95603

Report all incidents, injuries or damage involving the general public or County-owned property including buildings, etc.

Report all incidents within 24 hours. Send/fax this form to Risk Management Division within 48 hours of incident.

Incident Report:

Damage to County Property:

Injury to General Public:

Dept./Div. Reporting: 13 Farm Advisor

Dept. Contact: Cindy Mitchell

Phone No.: 530-889-7395

Date of Incident: _____ Time: _____ a.m./p.m. Location of Incident: _____

Name County Employee Involved: _____ Phone #: _____

Name of Person(s) Injured/Involved: _____ Phone #: _____

Address: _____ City: _____ State: _____ Zip: _____

Description of Incident: _____

Attach additional pages, pictures, as necessary

Witnesses:

Name: _____ Dept./Div.: _____ Telephone: _____

Name: _____ Dept./Div.: _____ Telephone: _____

Signature: _____

Date: _____

Title: _____

Telephone: _____

RISK MANAGEMENT USE ONLY:

REPORT #: _____ REPORT ONLY: INITIALS: _____ ASSIGNED: FILE #: _____