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

<table>
<thead>
<tr>
<th>Month/ day/year</th>
<th>AM or PM</th>
</tr>
</thead>
</table>

**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**

<table>
<thead>
<tr>
<th>KVCC Personnel</th>
<th>Phone</th>
<th>Office Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>➢ Bruce Davis, Security Director</td>
<td>453-5116</td>
<td>Eskelund Drive, Annex, Rm 109</td>
</tr>
<tr>
<td>➢ Jeff Charette, Plant Engineer</td>
<td>453-5036</td>
<td>Main Campus Annex</td>
</tr>
<tr>
<td>➢ Karen Normandin, Dean of Students</td>
<td>453-5019</td>
<td>Enrollment Services Center, Frye</td>
</tr>
</tbody>
</table>

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