

37 Broad Street
Fishkill, NY 12524
(845) 896-9215 Fax (845) 896-9243

To be completed by staff within 12 hours of incident.

Instructions: Please complete this form after an incident on Library premises. An incident will be loosely defined as an event that occurs on Blodgett Memorial Library premises that is dangerous to the staff or public, and/or police are summoned. Please submit completed form to the Library Director.

Name of reporting staff:
Location of incident:
Date/Time of incident:
Patron and/or staff involved (provide names if known):
Describe the incident to the best of your best recollection (attach additional paper if needed):
If Police/Emergency services called, please provide names/badge numbers:
Please provide information on how incident was handled by police/emergency officials (and, if willing, have them sign this form):

Signature of person filling out this form (please print next to signature):

Signature of Police/Emergency Personnel (if applicable/please print next to signature):