

Violence or Aggression Incident Reporting Template

1. Reporter Details

Full Name

Position/Role

Contact Information

2. Incident Details

Date of Incident

Time of Incident

Location

Type of Incident

e.g. Verbal, Physical, Threat, Other

3. Individuals Involved

Name(s), role(s), and contact if applicable

4. Description of Incident

Provide a detailed summary of what happened, including actions, words used, objects involved, etc.

5. Immediate Actions Taken

Describe any action taken immediately after or during the incident

6. Witnesses

Names and, if possible, contact information

7. Reporter Signature

Signature

Date