

# 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