In the event of an injury/illness serious enough to call 911, use the following protocol in the order listed:

1. Immediately call 911 or 9-911 (from a Cooper phone) and/or administer first aid.

2. Tend to the injured/ill individual until trained medical personnel arrive on the scene.

3. Call Chris Chamberlin (215.584.7083) or Alan Wolf (917.710.0080). Try both numbers if necessary to reach a person live; leave a detailed message if you can’t reach either one.

4. Fill out this form and leave it at a guard’s desk. If possible, also fax a copy to 212.353.4011.

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**INCIDENT REPORT**

**INJURY/ILLNESS**

Date of accident/injury: __________

Time: __________

Specific location of accident/injury: __________

Name of injured (First) (Last):

☐ Student: Art/Arch/Eng  ☐ Faculty  ☐ Staff  ☐ Visitor

Name of witness (First) (Last):

☐ Student: Art/Arch/Eng  ☐ Faculty  ☐ Staff  ☐ Visitor

Contact info for injured (cell phone preferred):

Contact info for witness (cell phone preferred):

Describe the accident/injury (Be specific, i.e. deep cut on left forearm):

(continue on reverse)

Which security guard was contacted?

Signature of person filing report:

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**THEFT/INCIDENT**

Date of incident: __________

Time: __________

Date & time this form was filled out: __________

Name of victim (First) (Last):

☐ Student: Art/Arch/Eng  ☐ Faculty  ☐ Staff  ☐ Visitor

Cell phone: __________

Email: __________

Describe incident/Items stolen (include value):

(continue on reverse)

Was this reported to the police?  ☐ Yes  ☐ No

Were any items recovered at a later time? If so, where and when were they found and is anything still missing?

(continue on reverse)

Was there any suspicious characters around when the theft occurred? If so, please describe.

(continue on reverse)

Signature: