

Incident Report



This report may be completed by students, faculty, and/or community partners. For purposes of this report an “incident” is defined as any experience you had on site, in transit to/from a site, or with a Wittenberg student that relates to the safety or quality of the service experience. Your completion of this report will begin a dialogue between you, the Hagen Center staff, and (if necessary and appropriate) representatives of your organization and/or University. Please fill out as many of the fields below as possible. *Refer to the end of the document for information regarding who to send the completed form to.*

Note: If this is an emergency, please dial 911 immediately. If you are a Wittenberg student and in need of non-emergency medical or psychological support, please contact Security, and ask to speak to the Dean on duty.

Your Name:

Your Email:

A Phone Number where we can reach you:

In what way are you engaged in serving the community? Please indicate your relationship to the Hagen Center/Wittenberg:

- Student in a service-learning class
- Intern
- Student employee
- Community supervisor
- Student in CMSV100
- Community Engagement Scholar
- Partner Site
- Faculty Member
- Other:

If you are a student, please provide the name of your supervisor and the name of the site:

If you are a student, please provide the email of your site supervisor:

If you are a student, please provide the phone number of your site supervisor:

The date and approximate time of the incident:

The location of the incident:

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Please describe the incident carefully, using the following questions to help you:

- What were you doing when the incident occurred?
- What happened? (Please respond with as many details as possible)
- Who was involved with the incident?
- Were there any witnesses to the incident?
- How did you react/respond to the incident?
- If applicable, how did the other people respond to the incident?
- What, if any, follow-up steps have you already taken to document or respond to this incident?

A member of the Hagen Center staff will contact you as soon as possible to learn more about his incident. How should we attempt to reach you?

- Phone
- Email
- Other

Important contact Information:

- Hagen Center, 723 North Fountain Avenue 937-327-7523
- Wittenberg Police and Security 937-327-6231
- Wittenberg Health and Wellness Center 937-327-7811
- To report suspected child abuse 937-327-1748
- Emergency 911

Hagen Center Staff Members	Program Responsibilities	Contact Information
Kristen Collier	Community Service 100 Community Engagement Scholarship	937-327-7523 kcollier@wittenberg.edu
Leslie Crew	Hagen Center Summer Internship 50/50 Student Employment Reading Clubs	937-327-7936 lcrew@wittenberg.edu
Stephanie McCuiston	America Reads Service Learning Service Learning 100 Community-based Research	937-327-7947 smccuiston@wittenberg.edu