

SECURITY INCIDENT REPORT

Instructions: The Center Operator or Regional Manager must complete this form when an incident occurs in the SC Works center. This form must be filled out and submitted as soon as possible, but no later than 24 hours after the date of the incident, by email to IncidentReport@dew.sc.gov and copied to the appropriate partner agency manager if partner staff is involved. If additional space is needed, please attach a separate sheet of paper.

Incident Information

DATE	TIME	LOCATION	COST CENTER (if applicable)
NAME		CIRCLE ONE: Employee Visitor Customer Partner Vendor Other _____	
NAME OF PARENT/GUARDIAN (IF MINOR)		DATE OF BIRTH	PHONE NUMBER
ADDRESS		EMAIL ADDRESS	
LIST TYPE OF INCIDENT OR INJURY, DESCRIBING AS MANY DETAILS AS POSSIBLE (use additional pages if necessary)			
WAS THE INCIDENT ALCOHOL OR DRUG RELATED? (circle one)		YES	NO
DESCRIBE BODY PART(S) AFFECTED, IF APPLICABLE. INCLUDE DESCRIPTION OF INJURY BY INJURED PARTY (use additional pages if necessary)			
DID THE INJURED PARTY REFUSE TO GIVE A STATEMENT? (circle one)		YES	NO
DID THE INDIVIDUAL RECEIVE MEDICAL TREATMENT? (circle one)	IF YES, MEDICAL PROVIDERS NAME AND ADDRESS		
YES NO			
WAS LAW ENFORCEMENT NOTIFIED? (circle one)	YES NO	WAS HOUSEKEEPING NOTIFIED? (circle one)	YES NO
HOW WAS THE INCIDENT RESOLVED? (use additional pages if necessary)			

REPORT COMPLETED BY	DATE
SUPERVISOR ON DUTY	DATE

Witness Information

NAME	ADDRESS	PHONE NUMBER
CAUSE OF INCIDENT ACCORDING TO WITNESS	IS WITNESS RELATED TO AN INJURED PARTY? EXPLAIN	
WITNESS STATEMENT		
WITNESS REFUSES TO GIVE STATEMENT (circle one)	YES	NO
COMPLETED BY	DATE	

Witness Information

NAME	ADDRESS	PHONE NUMBER
CAUSE OF INCIDENT ACCORDING TO WITNESS	IS WITNESS RELATED TO AN INJURED PARTY? EXPLAIN	
WITNESS STATEMENT		
WITNESS REFUSES TO GIVE STATEMENT (circle one)	YES	NO
COMPLETED BY	DATE	

Witness Information

NAME	ADDRESS	PHONE NUMBER
CAUSE OF INCIDENT ACCORDING TO WITNESS	IS WITNESS RELATED TO AN INJURED PARTY? EXPLAIN	
WITNESS STATEMENT		
WITNESS REFUSES TO GIVE STATEMENT (circle one)	YES	NO
COMPLETED BY	DATE	