

**Incident Report Memorandum  
Milligan College**

To: Office of Student Development Report Date: \_\_\_\_\_

Person Making Report: \_\_\_\_\_ Title: \_\_\_\_\_

Address: \_\_\_\_\_ Witnessed Incident? Yes/No

Incident Date: \_\_\_\_\_

Nature of Incident: Crisis \_\_\_\_\_, Discipline \_\_\_\_\_, Illness/Injury \_\_\_\_\_

Location: \_\_\_\_\_ Date: \_\_\_\_\_ Time: \_\_\_\_\_ am/pm

**Individuals Involved:**

Name \_\_\_\_\_ Address \_\_\_\_\_

Name \_\_\_\_\_ Address \_\_\_\_\_

Name \_\_\_\_\_ Address \_\_\_\_\_

**Witnesses:**

Name \_\_\_\_\_ Address \_\_\_\_\_

Name \_\_\_\_\_ Address \_\_\_\_\_

Name \_\_\_\_\_ Address \_\_\_\_\_

**Injury/Illness:**

Nature of Injury/Illness \_\_\_\_\_

Cause \_\_\_\_\_

Was person taken to medical facilities? Yes/No

If yes, how transported? \_\_\_\_\_

Where taken? \_\_\_\_\_ By whom? \_\_\_\_\_

**Discipline:**

Nature of Offense: Noise \_\_\_\_\_, Damage \_\_\_\_\_, Theft \_\_\_\_\_, Fireworks \_\_\_\_\_

Alcohol \_\_\_\_\_; indicate degree: Possession \_\_\_\_\_, Use \_\_\_\_\_, Intoxication \_\_\_\_\_

Incident Description/Action taken (Please describe in detail)