

Incident Report Form

Used for non-security related incidents such as The Tianjin Juilliard School ("**Tianjin Juilliard**" or "**School**") policy violations and health-related issues. This Incident Reporting Form will be viewed by appropriate Tianjin Juilliard staff.

If you are experiencing an EMERGENCY, dial (022) 66336498.

Please be assured that:

- All incident reports are private and will only be shared on a 'need to know' basis.
- Incident reports that indicate a violation will be routed to Public Safety Office and may require additional reporting.

The advantages of filing an Incident Report (IR) are:

- Prompt action will be taken to ensure the safety and well-being of Tianjin Juilliard community members.
- Incidents that are inappropriate or unusual can be identified.
- Incidents will be tracked to see if they are recurring.
- A determination can be made as to whether the situation warrants immediate action.
- Immediate threats can receive immediate action.

Your support of this process is essential. Together we can help ensure a safe, supportive learning environment. Please fill out the following form to provide information about an incident.

Required*

Submitted By *	
Submitter Position/Title *	
Submitter Email Address *	
Submitter Phone Number *	
Incident Information	
Incident involved *	<input type="radio"/> Student
	<input type="radio"/> Faculty
	<input type="radio"/> Staff
	<input type="radio"/> Other
Nature of the Incident *	<input type="radio"/> Alcohol/Liquor Law Violation
	<input type="radio"/> Assault
	<input type="radio"/> Burglary
	<input type="radio"/> Dating Violence
	<input type="radio"/> Domestic Violence
	<input type="radio"/> Drug Violation
	<input type="radio"/> Destruction/Damage/Vandalism of Property
	<input type="radio"/> Fire
<input type="radio"/> Hate Crime	

	<input type="radio"/> Hospital Transport
	<input type="radio"/> Illness
	<input type="radio"/> Injury
	<input type="radio"/> Intimidation
	<input type="radio"/> Larceny-Theft
	<input type="radio"/> Missing Person
	<input type="radio"/> Noise
	<input type="radio"/> Non-Compliance
	<input type="radio"/> Prohibited Item
	<input type="radio"/> Robbery
	<input type="radio"/> Sexual Violence / Forcible or Non-Forcible Sexual Offense
	<input type="radio"/> Smoking
	<input type="radio"/> Stalking
	<input type="radio"/> Unusual Behavior (i.e. self-injurious behavior, erratic behavior or outbursts, dramatic changes in effect, etc.)
	<input type="radio"/> Weapons
<input type="radio"/> School Policy Violation	
<input type="radio"/> Other	

Date of Incident *	Month:
	Day:
	Year:
Time of Incident *	Hour:
	Minute:
	AM:
	PM:
Location of Incident *	Tianjin Juilliard Main Building:
	Residence Hall:
	Off-Campus:
Please specify floor/room/location of incident *	
Name of Person(s) Involved * <small>Include phone number and if they are a student, faculty, staff or other..</small>	
Was an employee (including student employees) injured in the incident? *	<input type="radio"/> No
	<input type="radio"/> Yes

Incident Description *	
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<p>What happened, when, where, and how the above listed people were involved.</p>	
<p>If incident involved injury, were there any problems with the physical space which contributed to the incident? * (e.g, floor not level, water on floor, equipment in the way)</p>	
Action Taken	
<p>Was medical treatment rendered? *</p>	<p><input type="radio"/> No</p> <p><input type="radio"/> Yes</p>
<p>Additional Action Taken* (What was done to address the situation?)</p>	
<p>Was Security Notified? *</p>	<p><input type="radio"/> No</p> <p><input type="radio"/> Yes</p>
<p>Was Residence Life On-Call Staff Notified? *</p>	<p><input type="radio"/> No</p> <p><input type="radio"/> Yes</p>