NEBRASKA METHODIST COLLEGE
INCIDENT OR UNUSUAL OCCURRENCE REPORT

To be used to report any incident or occurrence that is out of the ordinary (including, but not limited to, complaints from external constituents, missing persons, or any situation that is not related to illness or injury)

720 N. 87th Street, Omaha, NE 68114
Phone (402) 354-7210   FAX (402) 354-7010

To be completed by the NMC Employee who witnessed the occurrence or to whom it was reported:

Please provide a brief explanation of the incident or situation including names of parties involved, witnesses, date and time, and any other pertinent information.

Date:
Time:
Persons Involved:

Occurrence:

Actions taken:

Follow-up:

Name (person filling out report) _________________________________ Contact Info __________________

To whom did you report the occurrence? _______________________________ When? _______________

Developed October 18, 2011; Reviewed September 11, 2012