

**WPI IGSD / GLOBAL PROJECTS PROGRAM NOTICE OF OCCURRENCE/INCIDENT REPORT**

**Please complete this form within 24 hours and return to:**

Original: Anne Ogilvie  
IGSD  
[atogilvie@wpi.edu](mailto:atogilvie@wpi.edu) fax: 1-508-831-5485

Copy (*ONLY* if involving a crime): Cheryl Martunas  
Campus Police  
[cam@wpi.edu](mailto:cam@wpi.edu) fax: 1-508-831-5882

**TODAY'S DATE:**

**DATE OF INCIDENT:**

**TIME OF INCIDENT:**

**LOCATION OF INCIDENT:**

residence  
sponsor's office

away from WPI program (during free time)  
in the field

**SITE:**

other (please explain in box below)

**TYPE OF INCIDENT:**

**Major Incident**

**Minor Incident**

Other (please describe):

**BRIEFLY DESCRIBE THE INCIDENT:**

**NAME OF INJURED or ILL (if applicable):**

Cell Phone: email:  
Describe  
Injury or  
Illness:

Conditions at time of injury or  
illness and what was injured  
doing?

Was injured or ill participant treated?      yes      no  
Where treated?      at the scene by emergency personnel      at a hospital or clinic

Name & location  
of hospital or  
clinic:

Was injured admitted to hospital?      yes      no  
Were parents or guardians notified?      yes      no

If so, by whom?

**PROPERTY DAMAGE (if applicable):**

Property Description:  
(Type, Model, etc.)

Estimated Amount in US \$:      Where can property be seen?

**WITNESSES TO INCIDENT:**

1. Name:      Cell Phone:      email  
2. Name:      Cell Phone:      email

**ADDITIONAL INFORMATION:**

Did you contact a Crisis Response Facilitator?      Yes      No      Did you contact a local emergency number?      Yes      No

If yes, please identify:      If yes, approximately how long did it take for help to arrive?

In your opinion, is any follow up action needed?      Yes      No

If yes, please  
explain:

**Name of Person Completing Report:**

**Cell Phone:**      **Email:**

*Please save this completed form to your local harddrive with a DIFFERENT file name (ex:*

*studentlastnameIncidentReport.pdf) You should then send it as an attachment to Anne Ogilvie ([atogilvie@wpi.edu](mailto:atogilvie@wpi.edu))*

Thank you for your help in handling this situation.