



# SOUTHAMPTON UNION FREE SCHOOL DISTRICT

## DISTRICT ADMINISTRATION

Franklin L. Trent  
*Director of School Safety and Security*

Nicholas J. Dyno, Ed.D. *Superintendent of Schools*  
Jean E. Mingot, *Assistant Superintendent for Business*

### Workplace Violence Incident Report

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

Workplace location where incident occurred: \_\_\_\_\_

Time of day/shift when incident occurred: \_\_\_\_\_

#### DESCRIPTION:

Names and job titles of involved employees: \_\_\_\_\_

\_\_\_\_\_

Detailed description of the incident, including events leading up to the incident and how the incident ended: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Name or other identifier and job titles of involved individuals: \_\_\_\_\_

\_\_\_\_\_

Nature and extent of injuries arising from the incident: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Names of witnesses: \_\_\_\_\_

\_\_\_\_\_

Staff Member Signature and Date: \_\_\_\_\_

*Note: Employees who are victims of workplace violence can independently and voluntarily request that their name not be entered on the report.*