Writing an Effective Incident Report

The 4 Ws

- When..................did it happen?
- Where...............did it happen?
- Who.....................was involved?
- What.....................happened?
- All incident reports need to be written in **third** person
- Clear and Concise
- No personal opinions
- Never use pronouns (he,she, they) always use names with title.
- First time you mention a person they should have their Title first followed by First AND Last Name. **EX: Resident Assistant** (RA) Tyler Moore
- Second Time a person is mentioned you need their Title and Last Name only. **EX: RA Moore.** Notice how I can also now use the abbreviation of their title because I put the abbreviation when I first mentioned this title.
- Every involved individual has a title

  **Title Examples:** Guest, Resident, Residence Life Coordinator (RLC), Grad on Call, Supervisor on Call (SOC), Patrol, Base, Front Post, Officer, etc.