

Garrett County Board of Education
770 Dennett Road
Oakland, MD 21550
301-334-8929 (T)
301-334-8066 (F)

Time of Incident: _____

This image shows a single sheet of white paper with horizontal blue or grey ruling lines. The lines are evenly spaced and run across the width of the page. There are approximately 20 lines visible. The paper has a slight shadow on its right side, suggesting it's resting on a surface.

[illegible]

Name of Witness(es):

Contact Phone Number

1. _____
2. _____
3. _____
4. _____
5. _____

Notified Principal/Supervisor:

TIME: _____

DATE: _____

Person Submitting Report: _____

Signature of Principal: _____

COPIES TO: RISK MANAGEMENT, UNDER HR DEPARTMENT (Jane Wildesen and Rebecca Sleeman) and CC Gloria Smith.

Jane/Rebecca will determine if the form should go to the following departments below based on the type of injury:

**Maintenance & Operations Department
Student Services
School File**