



Currituck County Citizen Incident Report

This report is to be used during any citizen involved accident or incident occurring on County property. In the event of a citizen accident and/or potential injury, perform the following steps:

1. Assess the situation and, if certified in and comfortable providing first aid, assist injured citizen(s). Otherwise, and **for life threatening emergencies, call 911.**
2. Obtain photographs and video (if available) at the location of the incident. Pay particular attention to items that may have contributed to the incident (E.g., condition of walkways, debris, other hazards).
3. Gather as much of the below information as possible. **Do not discuss fault/liability when talking to injured parties or witnesses.** Sedgwick Claims Management Services will determine fault and/or liability.
4. Inform Risk Management as soon as possible (252) 232 6082. Email completed form with pictures to Melissa.Futrell@currituckcountync.gov.

County Department: _____

Date of incident: _____ Time: _____ AM/PM

Citizen name: _____

Telephone #: _____

Home (mailing) address: _____

City: _____ State: _____ Zip: _____

Exact location of incident (including address): _____

Describe accident/Injury: _____

Describe vehicle / property involved (if any): _____

List all witnesses' names & phone numbers (use more paper if necessary):

Name	Phone Number

Was first aid offered? Yes: _____ No _____

Was first aid accepted or declined? Accepted _____ Declined _____

If first aid was given, what type? _____

By whom? _____

Date: _____ Time: _____ AM/PM

Was emergency medical treatment given? Yes: _____ No _____

Given by: Hospital _____ Doctor: _____

Name of Hospital or Doctor: _____

Date: _____ Time: _____ AM/PM

County Employee Name (please print): _____ Date: _____

County Employee Signature: _____ Date: _____

County Employee Department: _____