



## Fillable PDF Form

### Instructions - DO NOT USE A MOBILE DEVICE

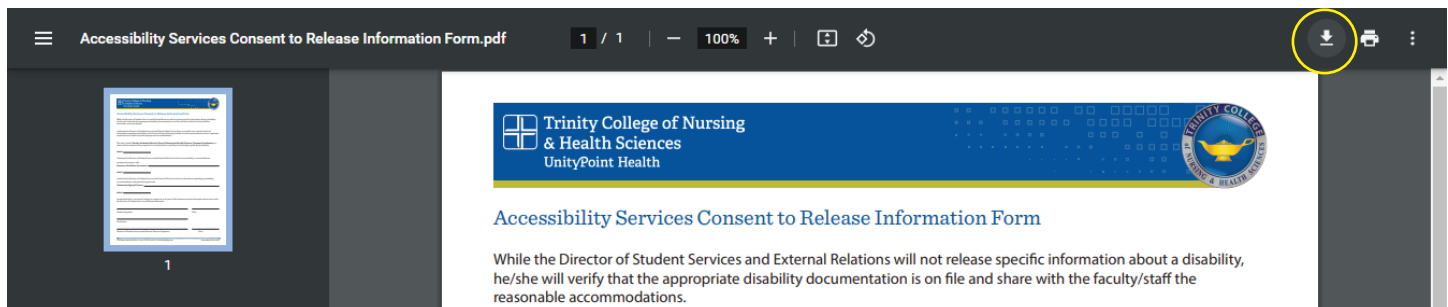
- Please follow these steps to assist you with filling out this digital form.

### BEFORE YOU BEGIN:

- Be sure you have downloaded Adobe Reader DC to your laptop: <https://get.adobe.com/reader/>
- Do not use any other PDF application only use Adobe Reader DC
- Prepare a file location to download the form

### GETTING THE FORM FROM WEBSITE TO LAPTOP:

- Do not fill out the form while online using the browser
- You will need to download the form from our website
- At the top right of the open form window is a download icon.
  - (Sample screenshot of a form browser window not actual form naming scheme for this form)



- By default your file will want to download to the downloads folder on your laptop unless you choose a different location - Click Save
- Open Adobe Reader DC - Select the downloaded PDF form from within the program. Don't double-click from the forms location, it may open the browser and if you fill out the form none of the data will send or be saved.
- Fill out the form and when you are ready to save go to File and select Save
- Submit your form
  - At the top right of the form is a lite blue button called Submit Email.
  - Your Outlook or email service will open with the form attached, click send.



## Incident Report Form - If this is an emergency call 911

**About whom are you reporting a concern:**

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ Middle Initial: \_\_\_\_\_

Student Email (If available): \_\_\_\_\_

**Your contact information so we can follow up:** *(optional: You may complete this form anonymously)*

Full Name: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**Note:**

The Trinity College of Nursing & Health Sciences policy obligates the College to take appropriate action based on the nature of what is being reported. Trinity College reserves the right to move forward with an investigation if complainant requests confidentiality.

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

\_\_\_\_\_ Time of Incident

\_\_\_\_\_ Location of Occurrence/Incident

Please provide a detailed description of the incident using specific, concise, objective language.

**What happened?**

**Who was involved?**

**What was said:** By Whom? To Whom?

**Potential Witnesses**

**Potential Evidence**

**What suggestions, if any, would you recommend?**