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**Powell, Wyoming 82435**  
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**1-307-754-6439**

Membership Manual  
Effective September 21, 2018

## **WELCOME FROM THE JFC**

I am pleased to welcome you to the Johnson Fitness Center (JFC), our community's hub for fitness and wellness. We want all of our members to find the JFC a welcoming place where you can meet all of your goals for a healthy, happy lifestyle.

When you join the JFC, you will receive a new membership orientation, including free personal training sessions. The new membership orientation is designed to acquaint you with the facility so you can take full advantage of all the JFC has to offer.

In this manual, you will find detailed information about the facility, services, and fees. I invite you to join us and find out what so many in the community already know...that the JFC is the best place to belong, workout, and succeed!

With warmest regards,

Haley Sorenson

Johnson Fitness Center Coordinator

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## Northwest College Johnson Fitness Center Goal Statements

**Mission:** To promote lifelong physical fitness, health, and wellness by offering programs, facilities, and services that utilize the seven dimensions of wellness to align with Northwest College’s Mission and Vision.

**Vision Statement:** To create a synergistic wellness environment that compels people to be the best that they can be.



## Hours of Operation

Monday-Thursday	5:00 am - 3:00 pm 5:00 pm - 9:00 pm
Friday	5:00 am - 3:00 pm 5:00 pm - 8:00 pm
Saturday-Sunday	9:00 am - 3:00 pm

*Closed daily from 3:00 pm – 5:00 pm for athletic team utilization.*

### **Closed Holidays & Academic Breaks**

*JFC Schedule may be subject to change. Advance notice regarding changes will be posted whenever possible.*

## Getting Started

### Assumption of Risk

The JFC operates on an “exercise at your own risk” policy. The use of the JFC facility and its programs are completely voluntary. Each individual utilizing the facility assumes the risk for any harm or injuries sustained. Neither Northwest College, nor the JFC can assume any responsibilities for injuries incurred through participation in its programs and/or services in our outside the facility.

It is strongly advised that all participants use caution and be aware of potential health risks associated with exercise, and obtain a physical from a physician before beginning an exercise program. It is strongly recommended that every participant of the JFC activities be covered by a health and accident insurance policy. Both participants and non-participants are provided with a release and waiver that must be signed for admission and/or use of the JFC facility and/or equipment.

### Parking

All persons who bring a motor vehicle on campus must comply with the NWC Traffic Regulations. Visitors or members may not park in reserved campus parking spaces.

### JFC Entrance

The JFC is accessible from the North entrance into the weight room. This door will be open during hours of operation.

Entry and exit of the JFC must be through the designated main entrance and exit. Individuals entering or exiting through non-designated doors are subject to suspension or revocation of privileges.

An electronic check-in station is located at the front desk. Upon entering, all members shall scan in their JFC membership card/Student ID at this check-in station. The JFC membership card/Student ID are non-transferable and are to be used exclusively by the individual named on the card.

JFC membership card/Student ID's must have a visible photo name and/or ID number, if not, the card will be considered invalid. Any individual who presents a JFC membership card/Student ID other than the rightful member may be subjected to suspension or revocation of privileges. JFC staff reserves the right to check identification at any time.

### Attire

Members are expected to dress appropriately for exercise and the JFC reserves the right to determine the acceptability of all exercise attire. Proper shoes are mandatory in the exercise areas. Jewelry, belts, and other garments that may become caught in the machinery are not allowed.

### Website and Social Media

Visit our website [www.nwc.edu/life/fitness](http://www.nwc.edu/life/fitness) to email feedback or questions to the JFC staff and to find more information on hours and upcoming events. Join us on Facebook at Johnson Fitness Center for updates, new exercises, and healthy recipe ideas from the JFC.

### Lost and Found

A lost and found box is located at the front desk at the JFC. Please contact a JFC staff member if you are missing anything. All items must be identified in person. No confirmation of lost articles will be given over the phone.

### Locker Rooms

Large, medium and small lockers are available for members on a first come first serve basis. A locker check is performed twice a year. JFC will notify all members of when those checks will take place. Members using the lockers will be expected to empty the locker for the check. Information regarding locker availability can be inquired at the JFC front desk.

## **Fitness Areas**

### Cardio Equipment

Please follow these guidelines when using cardio equipment:

- Workouts are limited to 45 minutes if someone is waiting for a cardio machine
- Report any broken equipment to the JFC front desk
- After using any piece of equipment, please wipe down the machine with the provided disinfectant solution and towel

### Weight Area

Please follow these guidelines when using free weights/resistant machines:

- Free weights must be restacked and barbells and dumbbells must be returned to the rack after each use
- Lift within your capabilities—**know your limits**. If necessary, please use a spotter and/or ask JFC staff to assist in spotting
- Slamming/dropping of weights is not allowed
- When crowded, a weight station shall not be occupied for longer than 10 minutes
- Report any damages/irregularity of equipment to the JFC front desk

### Trapper Gym

The Trapper Gym is available to use for JFC Members only. Please follow these guidelines when using the Trapper Gym:

- Non-marking athletic shoes only
- Hanging on the rims or nets is not allowed
- No kicking or throwing of equipment towards the ceiling and/or walls
- Lights or panel boxes shall only be turned on by JFC staff
- Trapper gym scheduling: classes and athletic teams have first priority

### Racquetball at Cabre

The racquetball courts are for JFC Members only and located at the Cabre Gym. JFC Members may reserve the court Monday-Friday 6:00 am to 8:00 pm in 1 hour blocks. Please note that the racquetball courts will be closed holidays, game days, and academic breaks. Members can schedule court usage through the NWC website: <https://nwc.edu/life/fitness/racquetball.html>.

Please follow these guidelines when using the racquetball courts:

- Non-marking athletic shoes only
- No kicking or throwing of equipment towards the ceiling and/or walls
- Reservations are required to use the racquetball courts
- Racquetball scheduling: classes have first priority

#### Equipment Checkout

A valid driver's license, cell phone or keys must be presented to checkout equipment.

<b>Equipment</b>	<b>Replacement Cost</b>
Basketball	\$25.00
Volleyball	\$25.00
Boxing Gloves	\$60.00
Weighted Rope	\$150.00
TRX Suspension System	\$299.00
The Lebert Equalizer	\$100.00

The person checking out the equipment is responsible for the item(s). If the equipment is lost, damaged, or not returned, then the individual who checked it out is responsible for the replacement cost. The individual's JFC membership will be suspended until the charge is paid.

## Memberships

### Membership Categories

#### Student Memberships

Students enrolled full-time (12 or more credits) receive membership at no additional cost. Part-time students receive a discounted fee for JFC membership. Please see fee schedule addendum for these rates.

A non-student summer membership is available for purchase to students who are not enrolled in summer school, but are enrolled for the following fall. Proof of enrollment through a printed class list is required at the time of sale. Please see fee schedule addendum for this rate.

Students enrolled in internet classes only, do not pay an activity fee, therefore will need to purchase a membership to utilize the facility. Student dependent or partner memberships are available at rates shown in the membership fee schedule addendum.

#### Community Memberships

Memberships are available to the public. The list of options and prices can be found in the membership fee schedule addendum.

#### NWC Employee/Retiree Memberships

Current and retired benefited employees of NWC receive a membership at no additional cost.

#### New Membership Orientation

New members are entitled to a complimentary new membership orientation. The JFC new membership orientation is mandatory for new members and upon completion will include 3 free personal training consultations. To schedule your new membership orientation, please contact a JFC staff member.

### Payment

Payment can be made in advance at the business office (ORB106) or the fitness center. If member provides an email, an invoice including a link will be sent out to members when membership is due and a link to Paypal to pay for membership.

### Cancellations and Refunds

Cancellations and refunds of a membership are only eligible for semester pass purchases. Cancellations and refunds will be prorated based on usage unless a membership has been suspended or revoked due to failure to follow the membership handbook. Suspended or revoked memberships are not eligible for refunds.

### Waivers

Northwest College does not waive membership fees.

### Guest Policy

Monthly, weekly, and daily passes are intended to accommodate individuals who would like to use the JFC for a short period of time. Guest passes do not need to be purchased in advance (but can be) and are available at the JFC front desk. Guests must sign a liability and waiver form to use the JFC. The JFC reserves the right to approve or deny any guest pass transaction.

### Minor Policy

Minors are defined as members less than 18 years old. Members aged 14 to 18 who complete the health history and waiver and who complete the new membership orientation are approved to use the JFC without direct parental, guardian, or other adult supervision.

Minors under 14 years of age submit a health history and waiver signed by a parent or legal guardian. The minor must be supervised by a parent or guardian. Without proper supervision, minors may not utilize the facility.

An adult or guardian of the minor or minor guest will be notified immediately to provide direct supervision to their minor or the minor may be asked to leave if they have not completed the required forms and new membership orientation. Minors or minor guests may be asked to leave at any time if they are not following the membership handbook and are subject to membership suspension or revocation as applicable.

## **Policies, Rules and Regulations**

### **Code of Conduct**

In order to maintain a high level of service to our members, the JFC enforces a Code of Conduct that all participants must follow. The JFC staff appreciates your cooperation in creating a friendly and positive environment for wellness opportunities in all areas of our facility.

Participation in all programs and recreation at the JFC is a privilege. All users who participate in activities or who utilize the JFC facility agree to abide by the following Code of Conduct. Participants are expected to:

- Adhere to the rules and policies
- Act with character and courtesy while respecting the rights, welfare, and dignity of all other using the JFC facility
- Refrain from using vulgar language that can be offensive to other members
- Adhere to any requests from JFC staff to maintain a safe and pleasant fitness environment

- Act in a safe, responsible manner regarding themselves and others
- Provide complete and accurate documentation or communication pertinent to business or membership within the JFC
- Respect and maintain JFC property
- Not be under the influence of alcohol, tobacco, or any other unauthorized controlled substance within the JFC
- Not deliberately counsel or invoke other employees, members, and/or students to violate any JFC policy, rules, and regulations
- JFC is part of the Northwest College campus and is therefore subject to all state and federal laws

#### General Policies

- All areas and equipment within the JFC shall be used for the intended purposes
- No bicycles, skateboards or scooters are allowed in the facility
- Only services animals are allowed in the facility
- Spitting in common areas or activity areas such as courts, drinking fountains, trash cans etc. is not permitted
- Proper athletic shoes must be worn while exercising
- Personal items should not be left unattended, placed on the floor or on equipment; please use locker rooms
- Staff members shall not hold equipment or valuables for any members
- Facility wide audio system, music selections are made by the JFC staff; personal music will not be played on this audio system
- The TV's will be set by JFC staff and requests are welcome

- A closing announcement will be made approximately 15 minutes prior to closing, all members are expected to finish their activity and properly put away any equipment being used
- Members should report any concerns about the facility and/or equipment to the JFC staff as soon as possible

#### Accidents/Injuries

If there is an injury or accident, please contact a JFC staff immediately. The JFC staff member notified of the injury/accident will fill out an NWC incident report (Appendix F).

#### American Disability Act (ADA)

Northwest College encourages participation in activities by individuals with disabilities. If you are an individual with a disability who requires accommodation in order to utilize the center, please contact the JFC front desk in advance at 307-754-6439.

#### Alcohol, Tobacco and Other Drugs

The JFC is a substance free facility. Possession of alcohol, illegal drugs, and tobacco (including smokeless tobacco or e-cigarettes) are not allowed and possession of such items will result in removal from the facility and further disciplinary action and/or suspension or revocation of privileges as deemed appropriate by the JFC Coordinator or Northwest College Administration. The JFC reserves the right to check liquid substances in personal beverage containers.

#### Cell Phones

Cell calls for recording and talking is not allowed in locker rooms or while using weight equipment. Cell phones are allowed, but not encouraged on cardio equipment. Out of respect for others, we ask that you limit your cell phone use.

### [Pictures/Videos](#)

Request to take pictures/videos must be approved by the JFC Coordinator. Pictures/videos may not be taken in the locker rooms or restrooms. It is recommended that picture/video request be placed at least 24 hours in advance with the JFC Coordinator.

Photographers shall sign in at the JFC front desk and is restricted to specific areas they are covering. The photographer verbally alerts the group that they are being photographed, telling them how the photo will be used—asking for permission and allowing anyone who does not want to be photographed to ‘step out’ of the picture.

### [Food and Beverages](#)

Food is not allowed at any time in any part of the JFC. Water and sports drinks in closed containers may be used in the JFC. All containers are subject to substance check at any time by the JFC staff. Glass containers are prohibited. Chewing gum is not allowed.

### [Damages](#)

Participants using the JFC and equipment assume the liability and agree to pay for any damages that occur as a result of misuse or damage other than normal wear and tear.

### [Posting and Solicitation](#)

No postings outside Northwest College postings are allowed. Solicitation is strictly prohibited unless the individual is a college employee acting under the terms of their contract.

### [Harassment Policy](#)

Harassment in any form hinders a member’s or staff’s ability to function and fully participate in all forms and functions within the JFC. Likewise, harassment is in violation of every person’s ability to

participate to their full potential with the JFC. As a result, harassment in any form will not be permitted. All reported and observed cases of suspected harassment will be investigated promptly by JFC Staff, and/or campus security, human resources, or Title IX.

Harassment Defined: Harassment in any form will be defined as follows:

- Sexual harassment is any unwelcomed verbal, written, electronic or physical contact of a sexual nature. It includes intimidation, bullying, aggression or hostility on any gender that is severe or pervasive.
- Discriminating against race and beliefs: Physical or verbal conduct that impedes a member, students, or staff's participation within the facility. No such acts discriminating a person's race, color, creed, religion, ethnicity, ancestry, gender, sexual orientation, age or disability will be permitted on JFC property. Such acts create demeaning, intimidating and threatening environment for a victim.
- Other: Any perceived act that creates a hostile environment for any person with the JFC in which their participation is altered will not be tolerated.

Complaints of any form of harassment can be submitted a number of different ways. Incidents of sexual harassment may be reported to any NWC faculty or staff member, who then must report it to the Title IX coordinator. However, a confidential reporting option is available by reporting the incident to a counselor in the Student Success Center:

- Email: [haley.sorenson@nwc.edu](mailto:haley.sorenson@nwc.edu)
- Call the JFC at 307-754-6439 and press the appropriate department to which the incident applies.

- Complete a Complaint/Grievance of Harassment Form. The form can be taken from the JFC Membership Manual Appendix. Forms can be submitted as an attachment to [haley.sorenson@nwc.edu](mailto:haley.sorenson@nwc.edu) or handed directly to the appropriate department to which the incidence applies.
- NWC Care Link: [nwc.edu/services/cares.html](http://nwc.edu/services/cares.html)
- Depending on the severity of the incident, further investigation may be needed for clarity. Each case will be handled promptly and proper measures will be taken by management to ensure a safer environment for the all parties involved to enrich their quality of life to its fullest potential.

#### [Sexual Offender Policy](#)

Members should not feel uneasy or unsafe using the JFC. All reported and observed cases of suspected inappropriate behavior will be investigated promptly. Because the JFC is part of the NWC campus, it is required that all registered sex offenders report to Campus security to receive access to the JFC.

#### [Privilege Revocation/Suspension](#)

Failure to follow JFC policy will result in ejection from the facility. Upon ejection, the individual will remain suspended until a decision regarding disciplinary action, and/or suspension or revocation of privileges is determined by the JFC Coordinator and NWC Administration.

# Northwest College Johnson Fitness Center

## Appendix A

### Membership Fee Schedule

- Student memberships are assessed as part of full time enrollment in the College. Contact the desk or business office for prorated fees if you are enrolled part time
- Non-student summer memberships are available for students who are enrolled for the upcoming fall term. The cost is \$10.00/month or \$40.00/summer
- Community Membership Prices per semester
  - \$90/semester Single
  - \$130 Couple – Married
  - \$150 Family – Married and their children, including dependents ages 5-22
  - \$65 Senior (62+)/High School Student (14+)/Active Military
- Guest Policy (with signed waiver)
  - Day Pass
    - Adult - \$5.00
    - Family - \$20.00
  - Weekly Pass
    - Adult - \$15.00
    - Family - \$40.00
  - Monthly Pass
    - Adult - \$25.00
    - Family - \$60.00
    - Senior - \$15.00

## Northwest College Johnson Fitness Center Appendix B

RELEASE AND WAIVER OF LIABILITY THIS DOCUMENT HAS LEGAL SIGNIFICANCE. PLEASE READ CAREFULLY.

The undersigned, for themselves or, if signing for the following named minor,  
\_\_\_\_\_ do hereby agree as follows:

*(Print name of Minor)*

Participation and use of the facilities and/or equipment at the Northwest College Johnson Fitness Center (hereinafter "JFC") is voluntary and I agree that in consideration of the privilege and consent by Northwest College to allow me to utilize the JFC facility and/or equipment, I do on behalf of myself, my heirs, successors and/or assigns, and/or the above-named minor, agree to fully release and waive any and all liability claims I may be able to make against Northwest College, its board of trustees, agents, representatives, employees, volunteers or insurers (hereinafter "Released Parties") from any and all liability, claims, damages, expenses, or attorney fees which I have or could have as a result of any personal injury, including death or damage, lost or stolen property.

I understand and appreciate the character of and voluntarily assume the risks involved in participating in activities of a physical nature at the JFC. I understand that all such activities have inherent risks. I further understand that it is recommended that I consult and get advice from my medical provider as to my fitness to participate in activities. I do further acknowledge on behalf of myself and/or the above designated minor that Released Parties are not responsible for providing supervision, training, education, or support of any nature and that it is my sole responsibility to become familiar with and properly utilize the facility and equipment contained therein and I am not relying upon any of the Released Parties for any services, supervision, training or support.

I do further understand that this Release of liability is intended to be liberally construed so as to release and bar me from asserting any claims against Released Parties, including claims OF NEGLIGENCE OF ANY KIND TO BE ASSERTED AGAINST ANY RELEASED PARTIES. I do further understand and acknowledge that this Release is intended to cover any claim that the facility or any equipment contained therein is in any way defective, in disrepair, or not properly maintained, and I understand and agree that it is my responsibility and obligation to inspect such equipment and to inform JFC personnel if I should become aware of any safety issue or concern pertaining to the facility or any equipment contained therein, including the maintenance thereof.

I do further agree and acknowledge that it is my responsibility to acquire such health insurance as I may deem necessary and appropriate and I understand that I will solely be responsible for the costs of all medical services associated with any injury to me or the above-named minor. I do further consent to allow Released Parties to provide such immediate medical attention as they may deem necessary without requiring that such services be provided in the event it is deemed helpful or necessary by Released Parties while I am participating at the JFC.

I do further agree to indemnify and hold harmless Released Parties from any and all claims I may make or which may be made by any third party on my behalf or that of the above-designated minor and do further agree that in the event it should be necessary for any of the Released Parties to assert this Release as a defense to any claim I should make and should the Released Party prevail as to my claim, the Released Party shall be entitled to recover all costs, expenses and attorney fees incurred in defending against such claim.

I HAVE READ THIS RELEASE AND WAIVER OF LIABILITY, ASSUMPTION OF RISK AND INDEMNITY AGREEMENT AND CONSENT TO MEDICAL TREATMENT. I FULLY UNDERSTAND ITS TERMS AND HAVE HAD AMPLE OPPORTUNITY TO HAVE THE RELEASE REVIEWED BY ANY ATTORNEY OR CONSULTANT OF MY CHOICE. I UNDERSTAND THAT I HAVE GIVEN UP SUBSTANTIAL RIGHTS ON BEHALF OF MYSELF OR THE ABOVE-DESIGNATED MINOR BY SIGNING THIS AGREEMENT AND HAVE SIGNED IT FREELY AND VOLUNTARILY WITHOUT ANY INDUCEMENT, INSURANCE OR GUARANTEE BEING MADE TO ME AND INTEND MY SIGNATURE TO BE A COMPLETE AND UNCONDITIONAL RELEASE OF ALL LIABILITY TO THE GREATEST EXTENT ALLOWED BY LAW.

I do further understand that this Release will continue indefinitely unless revoked by me in writing and delivered to NWC and I or the above-designated minor will not be permitted to utilize the JFC facility or equipment should I revoke this Release without the express written consent of Northwest College.

\_\_\_\_\_  
Name of Participant (Print)

\_\_\_\_\_  
Signature of Participant

\_\_\_\_\_  
Parent or Legal Guardian of Minor Participant  
(Print)

\_\_\_\_\_  
Parent or Legal Guardian of Minor Participant  
(Print)

\_\_\_\_\_  
Parent or Legal Guardian of Minor Participant  
(Signature)

\_\_\_\_\_  
Parent or Legal Guardian of Minor Participant  
(Signature)

# Northwest College Johnson Fitness Center Appendix C

## Complaint/Grievance of Harassment Form

Name (optional): \_\_\_\_\_  
Birthday (MMDDYYYY): \_\_\_\_\_ Date(s) of alleged harassment: \_\_\_\_\_  
Phone Number: \_\_\_\_\_ Email Address: \_\_\_\_\_  
Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Please provide a complete description of the incident. Provide an accurate description of the individual performing the act. If possible provide gender, age, build, facial marks, names, places, physical gestures, verbal conduct and any other pertinent information to your complaint.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Office Use Only: Corrective Action Taken:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## **Northwest College Johnson Fitness Center Appendix D**

### **Community Fitness Tour Guidelines**

Northwest College and Johnson Fitness Center provides organizational tours for groups or individuals upon request. Groups or individuals may contact the Welcome Desk (phone 307-754- 6439) to establish an appointment for a tour. Tours will be conducted by JFC Staff. Use of the facility is not included with a tour. Individuals who are interested in a membership will be able to tour the facility during facility hours.

# Northwest College Johnson Fitness Center Appendix E

## Campus Public Safety Incident Report Procedure

### Reporting Incidents

All incidents relating to the Johnson Fitness center should be reported to the JFC Coordinator or the Human Resources Director (ext. 6401) if needed.

### Procedures

#### *Incident Report Forms*

A Northwest College Incident Report form should be completed and submitted to the following location: Johnson Fitness Center (JFC )

#### *Claims and Loss Reporting*

The following procedures will be adhered to regarding injury/illness claims occurring on campus or the Johnson Fitness Center:

1. The JFC manager will complete the form and notify Human Resources, that an incident has occurred. This applies whether or not medical treatment is required by the injured party.
2. The Human Resources will receive the report from the JFC Manager and will notify the Facilities Director to inspect the area of the incident, taking note of conditions, and taking necessary photographs.
3. If medical attention is needed, the JFC Manager will contact 911 as appropriate or follow up with the participant to report what happened. This information will be forwarded to the business office for submission to insurance if applicable.

## Campus Public Safety Incident Report

### Instructions:

Please complete an Incident Report whenever you are involved in, or witness an incident involving injury to persons and/or damage to property. Submit completed reports to the Administrative Services Office (ORB 106) as soon as possible after (and no longer than 24 hours after) the incident being reported.

Type of Incident: (Check all that apply)

- Personal Injury
- Property Theft
- Property Damage
- Other \_\_\_\_\_

Description of Incident: Please identify persons and/or property affected, providing as much descriptive detail as possible—including surface conditions and weather status.

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Persons involved in incident: \_\_\_\_\_

Injured persons address: \_\_\_\_\_

\_\_\_\_\_

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

Location of Incident: \_\_\_\_\_ Time of Incident: \_\_\_\_\_

Witness of Incident: \_\_\_\_\_ Phone #: \_\_\_\_\_

Name of person completing this form: \_\_\_\_\_ Phone #: \_\_\_\_\_

Name of College employee reporting incident: \_\_\_\_\_

*Office Use Only*

Action taken to prevent this incident from reoccurring:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Signatures: \_\_\_\_\_

Director, Physical Plant

Date

Immediate Supervisor

Date

Officer Name: \_\_\_\_\_

Property Value: \_\_\_\_\_

Follow up:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_