**Your Societies Incident Record Form**

This form is for you to record any incidents or safety or security concerns that may have happened during society activities or events. Top of Form

If you are reporting an incident please go to Section 1. If you are reporting a security or safety concern please go to Section 2.

As always, SU staff are here to help you, so if you want to chat the incident through, have any practical questions about completing the form or run into any problems at all, let Your SU Activities and Opportunities Team know by contacting [Yoursocieties@sunderland.ac.uk](mailto:Yoursocieties@sunderland.ac.uk) or 0191 515 3030.

**Section 1: Reporting an incident**

**Please describe the type of incident that you are reporting.**

(E.g. theft, fire, suspicious behaviour, accident, anti-social behaviour, racial incident)

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**Please tell us the time, date and location of the incident**

(If in a building provide room, floor and building name) or (If external, be specific as possible in describing the location)

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**Please tell us as much as you can about the incident you’re reporting**

(Include persons involved, description of vehicles involved, description of any perpetrators seen any injuries, damage to property, stolen goods etc).

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**Was any other action taken?**

(This might include you or others informing emergency services or University Security etc)

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**Please go to Section 3**

**Section 2: Reporting a security or safety concern**

**Please describe the type of security or safety concern that you are reporting.**

(E.g. personal safety, building security, items/areas being left unattended, lock/window defects, locking procedures, vulnerable areas of the university)

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**Please tell us the location of security or safety concern.**

(Be as specific as possible please - if a building provides room, floor and building name or if external, be specific as possible in describing the location)

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**Please tell us as much as you can about the concern.**

(Be as specific as possible, has this been reported through any other channels?)

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**Section 3: Your Details**

Bottom of Form

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| --- | --- |
| Name |  |
| Date |  |
| Email Address |  |
| Contact Number |  |
| Would you wish to be contacted with regards to obtaining further information or updates? |  |
| How would you like to be contacted? |  |

**Thank you for taking the time to complete this form.**

Please return toYour SU Activities and Opportunities Team by email [Yoursocieties@sunderland.ac.uk](mailto:Yoursocieties@sunderland.ac.uk) or in person.