



**St. Lucie Public Schools**  
**Risk Management Department**  
**9461 Brandywine Lane**  
**Port St. Lucie, Florida 34986**  
**772-429-5521**

**ACCIDENT/INCIDENT REPORT- VISITORS**  
 (Do Not Use For Students or Staff)

<b>Location</b>						
Name	Address	City	State	Zip	Phone	
<b>Accident/Incident</b>						
Date of Accident/Incident	Time of Accident/Incident	Location of Accident/Incident (e.g., Cafeteria, Gym, Classroom)				
Officials Called to Scene <input type="checkbox"/> Police <input type="checkbox"/> Ambulance <input type="checkbox"/> Administrator <input type="checkbox"/> School Security						
<b>Claimant (Bodily Injury)</b>						
Name	Age	Address	City	State	Zip	Phone
Reason for Visit to Location		Description of Injury				
<b>Claimant (Property Damage)</b>						
Name	Age	Address	City	State	Zip	Phone
Description of Property		Description of Damage				
<b>Description of Accident/Incident:</b>						
<b>Witness</b>						
Name	Address	City	State	Zip	Phone	
Name	Address	City	State	Zip	Phone	
Name	Address	City	State	Zip	Phone	
Date of Report	Signature and Title					