

**RUTGERS UNIVERSITY LIBRARIES
INCIDENT/EMERGENCY REPORT**

DAY/DATE: _____	TIME OF INCIDENT/EMERGENCY: _____
UNIVERSITY DEPARTMENT CONTACTED: _____	
TIME REPORTED: _____	TIME RESPONDED: _____
STAFF MEMBER WHO HANDLED SITUATION: _____	
LIBRARY: _____	
LOCATION OF INCIDENT: _____	

EXPLANATION: *(Please be specific; names of persons involved when appropriate, details of incident, etc.)*

If applicable and available, please provide:

RUPD/Security Officer Name: _____
RUPD Report/Case #: _____

SIGNATURE OF SUPERVISOR ON DUTY: _____

cc:

Department Supervisor and Local Unit Administrator
Janet Brennan Croft, Head, Access and Delivery Services, janet.b.croft@rutgers.edu
Barbara Weldon, Sr. Human Resources Manager, bweldon@libraries.rutgers.edu
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EXPLANATION CONTINUED: