

**Honeoye Public Library
8708 Main Street
Honeoye, NY 14471
Accident/Incident Report**

Date _____ **Time** _____

Staff Member(s) _____

Name(s) of individuals involved

Address(es) & Telephone Number(s) of non-staff witnesses

Describe what happened and what action was taken

Were police, fire department or ambulance called?

If yes, please give specifics: time of call, time of arrival, action taken

Additional Comments

Staff Signature _____ **Date notified** _____

Adopted: 5/11/2016

Updated: 12/12/2024