Incident Report

Golightly & Long, LLC
5820 Cairo Road
Paducah, KY 42001

Phone: 270-443-6076
Fax: 270-443-6032

This report is for internal use only. Do not release copies to anyone except Golightly and Long personnel. Golightly and Long personnel cannot authorize payment for any medical services. This report and store video tapes will be sent to Golightly and Long's Insurance Investigator.

Processing procedures: Store Manager to forward form to their supervisor.

** Please Indicate:

Employee Incident	**Customer Incident**

Incident Date		Time of incident	
Incident Location		Phone	
Address		City/State/Zip	
Reporting Employee		Date of Report	

Type of Occurrence	Description	Individual's Name	
Property Damage		Address	
Vehicle Accident		City/State/Zip	
Customer Incident		Home Phone	
Theft/Robbery		Insurance Carrier	
Employee incident			
Employee Dishonesty		Insurance Carrier Phone	

Description of Occurrence (Answer…where? what happened? How? Why? When?)

Description of Injury or Damage (Be specific)

Extent of Injury or Damage

Action Taken	Description	**Details of Actions**	
Called Authority		Who?	
Auto/Property Damage Insurance Information		Pictures Taken?	
First Aid/Medical Treatment		Hospital?	
No Treatment			
Area Secured or Cleared			
Maintenance Called			

Witnesses (Name, Address, Phone Number)

Signature of person completing report _____

Date : _____/_____/_____