

Incident / Emergency / Crisis Report Form

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www.gsewni.org



Complete this form and return to the Chief Executive Officer (Spokane Office) as soon possible after the incident occurs.

1. Nature of emergency (accident, death, media item)

2. Describe what happened. Be specific. Use back of page if necessary.

3. Exact date, time and place the incident happened:

4. Names, ages, addresses and phone numbers of people involved:

5. If a girl is involved – parents’ and/or legal guardian name, address and phone:

6. Others involved (police, fire, medical personnel):

7. Details of owners, operators, and license numbers of any vehicles involved:

8. Witnesses who were present when incident occurred (include names, addresses, phone numbers)