



TCAT
ELIZABETHTON

Revised June 2026

HEALTH AND SAFETY PLAN

2026-27

Scope of Services:

It is the Objective of the Health and Safety Plan to provide a safe educational and work environment. The well-being of our students, faculty, and guests is a primary concern at Tennessee College of Applied Technology-Elizabethton. This Plan addresses potential situations that could occur on our campuses and serves as guide to lessen impacts from accidents, sickness and uncontrolled acts by individuals.

Major Activities:

Plan responses are designed in such a way as to make the plan useful during chaotic times by instilling a sense of coordination and eliminating potential uncertainty. Common sense responses and reactions are most often the best way to handle unexpected events, and the intention of the Plan is to provide guidance but allow flexibility.

Distribution:

The plan is included in the Faculty /Staff Handbook and is distributed separately to instructors. Each instructor should be familiar with the Plan and review the basic concepts with students at the beginning of each trimester.

Person(s) Responsible for the Plan:

Primary responsibility for the Plan lies with the Administrative Team of the college (President, Vice Presidents, Director of Facilities, and Student Services Coordinator). Secondary responsibility for the plan lies with all faculty and staff of the college. Periodic review of the plan will be conducted as required by the Administrative Team and/or the designees. Updates will be published as they become available.

Stakeholders:

The Health and Safety Plan was developed and is maintained by the college Administrative Team and/or their designees. Its goal is to ensure procedures and policies are developed to protect the health and safety of employees, students, and guests while on our campuses. This



TCAT

ELIZABETHTON

Revised June 2026

committee periodically reviews the established policies and procedures of the plan, determining its effectiveness, and when necessary, develops new policies and procedures. The plan also contains accident, incident, medical questionnaire, and a first-aid supply order form for employees use. Completed accident reports are maintained in the student services department and administrators investigate accidents as soon as possible. This program is reviewed with students periodically by instructors during classroom orientation and is readily available for employees and students' use. Faculty, Staff, and Students are encouraged to provide input for plan improvement.

Safety is the top priority at TCAT Elizabethton, and our goal is to proactively eliminate or at least minimize accidents at the school. Therefore, safety instruction is provided to all TCAT instructors and students on a regular basis. All visitors are expected to follow safety precautions put in place by the school to prevent any accidents.

Instructors:

Instructors are provided with basic OSHA safety guidelines once a year. The Vice President in conjunction with the Safety Team conducts this yearly training. Also available to faculty, staff, and students are the 3M/NC3 courses for Personal Protective Equipment (PPE) and NCCER safety classes. Instructors must have passed the NC3 or NCCER test to teach these courses. Additional training, including OSHA General Industry and OSHA Construction 10- and 30-hour courses are available upon instructor request.

Students:

The first section of every course taught at the school is a course specific to safety hazards. There are certain safety regulations that are in place for every shop area at the school and every student must pass the safety portion of the class per instructor guidelines before they are allowed in the shop areas. These include proper personal protective equipment and attire required before entering shop areas. No open toe shoes are allowed in the shop areas. The enforcement of these regulations and rules is the responsibility of the instructor in that shop.



TCAT
ELIZABETHTON

Revised June 2026

Guests/Visitors:

All visitors must check in with the receptionist at the main office before visiting the shop areas. While in any shop area, all safety regulations including PPE also apply to the visitor. It is the instructor's responsibility to enforce all safety regulations for students and visitors in their shop.

Health Care:

The safety and well-being of staff, students, and guests of TCAT Elizabethton are important to us. While prevention of all accidents is our goal that is not realistic. In the event of an accident, TCAT Elizabethton is prepared with a First-Aid kit located in every shop area for treatment of minor accidents. Emergency showers and eyewash stations are in each shop area requiring them. Finally, an Automated External Defibrillator (AED) is stationed in each building on campus to deal with more serious heart issues like cardiac arrest. If more advanced treatment is required phones are in offices throughout each building to contact Emergency Services.

Budgetary Resources:

The budget for health and safety is included in annual program budgets and through state level safety grants.

Evaluation of the Plan:

The Plan is reviewed annually and is revised based on faculty and staff input. Additionally, any major changes requiring revision are addressed as they are identified.



TCAT
ELIZABETHTON

Revised June 2026

LIST OF EMERGENCIES AND CRITICAL INCIDENTS

Topics:

1. Active Shooter
2. Bomb Threat
3. Classroom / Office Emotional Behavior Disturbance
4. Earthquake*
5. Building Evacuation Procedure*
6. Fire and Explosion*
7. Natural Gas
8. Harassment
9. Hazardous and/or Chemical Release
10. Media Procedures
11. Medical Emergencies
12. Serious or Violent Crimes
13. Shelter in Place Procedures*
14. Tornadoes, Thunderstorms and/or Lightning*
15. Inclement Weather / Emergencies – Administrative Closing
16. Mail Handling
17. Incident Report
18. Preliminary Accident Report

***Note:** TCATE has two emergency responses that address all the situations above:
1. Lockdown
2. Evacuation



TCAT
ELIZABETHTON

Revised June 2026

**TENNESSEE COLLEGE OF APPLIED TECHNOLOGY
ELIZABETHTON**

ACTIVE SHOOTER (ALICE)

The ALICE System is a set of strategies designed to enhance safety during an active shooter situation. ALICE stands for Alert, Lockdown, Inform, Counter, and Evacuate. Here is a breakdown of each component:

1. Alert: Quickly communicate the presence of an active shooter. This involves notifying others of the threat through any available means, such as alarms, public address systems, or other communication tools.
2. Lockdown: Secure your immediate area by locking doors, barricading entry points, and turning off lights. This helps to create a secure environment and delay the shooter's access.
3. Inform: Share information about the shooter's location, movements, and actions with law enforcement and others who need to know. Keeping everyone informed helps coordinate response efforts.
4. Counter: If you cannot escape or lock down, try to disrupt or distract the shooter to reduce their ability to aim accurately and to stall for others to escape or seek help. This can include using objects to throw or creating noise.
5. Evacuate: If it is safe to do so, evacuate the area as quickly as possible. Follow pre-planned escape routes and be aware of your surroundings.

Staff are trained annually in the ALICE system.

The ALICE System emphasizes the importance of proactive responses and making decisions based on the specific situation, rather than simply hiding and waiting. It is designed to be a flexible approach that can be adapted depending on the circumstances.



TCAT
ELIZABETHTON

Revised June 2026

BOMB THREAT

1. Remain calm and gather as much information from the caller as possible. See attached checklist.
2. Ask for the location of bomb and time of detonation.
3. Attempt to alert someone nearby of the threatening call to have that person notify 911 and alert the front desk and Administration.
4. Pay close attention to background noises and attempt to determine any distinguishing qualities about the voice, accents, etc.
5. If caller can be kept talking, ask specific questions from the attached checklist and complete the form.
6. Immediately after calls, do not hang up your telephone, but do contact appropriate emergency personnel by other means if this action has not already occurred.
7. If a bomb is sighted, DO NOT handle the device, only note the location and notify 911 and the front desk and Administration.
8. If advised to do so, follow Evacuation Procedures.

BOMB THREAT CHECKLIST

QUESTIONS TO ASK THE CALLER:

1. When is the bomb going to explode?
2. Where is it right now?
3. What does it look like?
4. What kind of bomb is it?
5. What will cause it to explode?
6. Did you place the bomb?
7. Why?
8. What is your address?
9. What is your name?



TCAT

ELIZABETHTON

Revised June 2026

DESCRIBE THE CALLER (check all applicable characteristics)

- ☐ Female
- ☐ Age ____
- ☐ Accented Voice
- ☐ Angry
- ☐ Breathing Deeply
- ☐ Calm
- ☐ Clearing Throat
- ☐ Cracking Voice
- ☐ Crying
- ☐ Deep Voice
- ☐ Disguised Voice
- ☐ Distinct Voice
- ☐ Excited
- ☐ Familiar Voice
- ☐ Laughing
- ☐ Lisp
- ☐ Loud
- ☐ Nasal Sounding
- ☐ Normal Voice
- ☐ Ragged Voice
- ☐ Rapid Talking
- ☐ Raspy Voice
- ☐ Slow Talking
- ☐ Slurred Speech
- ☐ Soft Voice
- ☐ Stutter

IDENTIFY BACKGROUND SOUNDS:

- ☐ Animal Noises
- ☐ Cell Phone
- ☐ Factory Machinery
- ☐ House Noises
- ☐ Long Distance
- ☐ Motor
- ☐



TCAT
ELIZABETHTON

Revised June 2026

Music

- ☐ Office Machinery
- ☐ PA system
- ☐ Static
- ☐ Street Noises
- ☐ Voices
- ☐ Other _____

IDENTIFY THREATENING LANGUAGE

- ☐ Educated
- ☐ Foul
- ☐ Incoherent
- ☐ Irrational
- ☐ Taped
- ☐ Well Spoken



TCAT
ELIZABETHTON

Revised June 2026

**TENNESSEE COLLEGE OF APPLIED TECHNOLOGY
ELIZABETHTON**

**CLASSROOM AND/OR OFFICE EMOTIONAL AND/OR BEHAVIORAL
DISTURBANCES**

1. Present a calm appearance.
2. Listen to the person but do not accept verbal abuse. Say, “The way you are talking to me is not acceptable; I am willing to listen to your complaint as soon as you are willing to speak to me calmly and with respect.”
3. If the person is getting too close, politely ask them to move back or turn your body so that you are not directly facing each other. Do not argue with the person, belittle, or patronize him/her.
4. If you are comfortable doing so, reduce stimulation from the environment by walking the person to a quiet, but public area.
5. Tell the person that you will contact someone who may be able to better resolve this issue. If possible, walk the person to the Student Services Department or an Administrative Office.
6. Document this occurrence on an incident form with full details and if possible, ask at least two witnesses to document it.
7. For immediate help, send someone to call the Front Desk, and he/she will contact administrative personnel.
8. Keep at least five feet from the person.



TCAT
ELIZABETHTON

Revised June 2026

**TENNESSEE COLLEGE OF APPLIED TECHNOLOGY
ELIZABETHTON**

EARTHQUAKE

1. Inside a building, move away from windows and any item that may fall. Try to stay under strong doorways, sturdy tables, etc. Evacuate the building as soon as initial shocks diminish.
2. Outside, move away from electrical wires and structures. Remain until aftershocks disappear.
3. Do not re-enter the building until directed to do so by Emergency personnel or Administration.



TCAT
ELIZABETHTON

Revised June 2026

TENNESSEE COLLEGE OF APPLIED TECHNOLOGY ELIZABETHTON

BUILDING EVACUATION PROCEDURES

1. When do you evacuate the building? Fires, Bomb Threats, and Explosions
2. When do you evacuate a room or hallway? Hazardous Material Release

EVACUATING THE BUILDING

1. When an evacuation of the building is necessary, a fire alarm or announcement will notify you. (Bullhorn, siren, telephone, intercom or in-person announcement)
Assume that the alarm is genuine. Always evacuate.
2. Stay calm. Do not run, rush, or panic. Keep in mind that visitors and students look to you for guidance.
3. Faculty: Tell your students to stay together outside the building until you take roll.
4. Use the nearest Fire Exit. If you are in immediate danger, use whatever exit is nearest.
5. Help students, faculty, staff and visitors with physical disabilities exit the building.
6. Move far away from the building. Stay out of Fire Lanes.
7. Faculty & Supervisors: Take roll and try to verify if anyone is missing.



TCAT
ELIZABETHTON

Revised June 2026

**TENNESSEE COLLEGE OF APPLIED TECHNOLOGY
ELIZABETHTON**

FIRE AND EXPLOSION

Minor Fire:

1. Only if you are trained and feel comfortable using an extinguisher, attempt to put out the blaze with fire extinguishers stationed throughout the buildings.
2. Notify the Front Desk, who will then notify the Administration, even if the fire is extinguished. Communicate with other buildings what is happening.
3. Evacuate the building from the nearest exit.

Larger Fire:

1. Immediately call 911 and then notify the Main Office (423-543-0070) who will contact Administration. Communicate with other buildings what is happening.
2. Tell students, faculty, staff and visitors to keep together and to move far away from the entrances, buildings, and fire lanes to allow firefighters full access to the building.
3. After evacuation, the faculty must check class roll and supervisors must verify that all personnel are present. Inform emergency personnel of any known missing person(s).
4. Do not re-enter the building until instructed to do so by Emergency Personnel or Administration.



TCAT
ELIZABETHTON

Revised June 2026

TENNESSEE COLLEGE OF APPLIED TECHNOLOGY ELIZABETHTON

NATURAL GAS

Explosion:

1. Everyone must evacuate the building immediately.
2. See “Building Evacuation Guidelines.”
3. Keep students, faculty, staff and visitors as far from the building as possible.
4. Call 911.

Natural Gas:

1. Immediately call the Front Desk who will contact Administration.
2. If evacuation is necessary, activate Evacuation Procedures.
3. Emergency personnel or administration will advise when the situation is clear, and evacuation can be terminated.



TCAT
ELIZABETHTON

Revised June 2026

**TENNESSEE COLLEGE OF APPLIED TECHNOLOGY
ELIZABETHTON**

HARASSMENT

General procedures for all physical, verbal and written harassment:

1. If you feel that you are in immediate danger, ask another person to stay with you and then notify the instructor or immediate supervisor who will contact administration.
2. Keep a journal of threats, (date, time, place and witnesses) and save any gifts, letters, etc., and inform instructor or administration.
3. For more information, refer to the Board of Regents policy.

Harassing emails or voice mail:

1. Do not delete the message.
2. Do not respond to the message since this action may only encourage further contact. Instead, save the email message to your computer or voice mail message to your telephone.
3. Print a copy of the email message with the header information included.
4. If the email originated on campus, contact Administration personnel immediately.
Report a threatening voice mail message to an Administrator.



TCAT
ELIZABETHTON

Revised June 2026

Stalking:

1. Do not attempt to handle the situation alone. See General Harassment Procedures printed above.
2. Do not walk or ride alone.
3. Vary travel routes and daily habits.
4. Do not assume you are overreacting. Trust your instincts.
5. Report the incident to your instructor and Administration.
6. Obtain a picture of the stalker, if possible, to be dispersed to your instructor and/or to Administration.

Racial or Sexual Harassment:

1. Racial or Sexual harassment must be reported to the Title IX Officer Patricia Henderson (patricia.henderson@tcatelizabethton.edu), and/or Administration.
2. Refer to the Tennessee Board of Regents Policy for more information.



Revised June 2026

TENNESSEE COLLEGE OF APPLIED TECHNOLOGY ELIZABETHTON

HAZARDOUS AND/OR CHEMICAL RELEASE

1. Immediately notify the Front Desk (423-543-0070) who will contact an Administrator.
2. If you can do so without undue risk, shut off the source of the spill.
3. Extinguish all sources of ignition.
4. Evacuate the room and shut the door.
5. If a chemical odor is present in the hallways, evacuate the building.
6. See Evacuation Procedures.
7. Report quantity, exact location, and type of material spilled.
8. Report the presence of volatile materials near the spill.



TCAT
ELIZABETHTON

Revised June 2026

**TENNESSEE COLLEGE OF APPLIED TECHNOLOGY
ELIZABETHTON**

MEDIA NOTIFICATION AND COMMUNICATION PROCEDURES

The Administrative Team (President, Vice Presidents, Student Services Coordinator, and Executive Administrative Assistant), is responsible for coordination and transmission of information to the public, media sources, TCATE students, staff and faculty. The information disseminated shall be coordinated with and approved by the Administrative Team.

Only the Administrative Team is authorized to make statements to the news media concerning facts relating to a critical incident or emergency.



TCAT
ELIZABETHTON

Revised June 2026

TENNESSEE COLLEGE OF APPLIED TECHNOLOGY ELIZABETHTON

MEDICAL EMERGENCIES

1. TCATE Faculty and Staff : Immediately notify 911 and have someone contact Student Services, who will contact Administration.
2. Have someone stay on the telephone to provide additional information for emergency personnel.
3. DO NOT MOVE the victim OR RAISE his/her head unless the person is in immediate danger.
4. If the victim is UNCONSCIOUS:
 - DO NOT try to give the person fluids.
 - DO NOT attempt to wake the person by shaking.
 - DO LOOSEN tight clothing, especially around the neck.
5. If the victim is CONSCIOUS:
 - GET INFORMATION: name, person(s) to contact, allergies, and so forth.
 - REASSURE the person that help is on the way.
 - DO NOT let the victim drive home or to a hospital.

(Request an ambulance – **do not drive the victim yourself.**)
6. If someone is having a seizure, DO NOT restrain the individual. Remove objects from around the person that might cause injury.
7. Instructors must keep First Aid Kits stocked.
8. Complete an Accident Report and turn it into the Administration Department.
9. If it is a suspected drug overdose, staff should administer Naloxone per annual training guidelines.
10. For major or trauma or blood loss, please find the nearest Stop the Bleed kit and use the procedure as instructed during annual training.



TCAT
ELIZABETHTON

Revised June 2026

TENNESSEE COLLEGE OF APPLIED TECHNOLOGY ELIZABETHTON

SERIOUS AND/OR VIOLENT CRIMES

Gun or another Weapon:

1. If a gun is suspected in the classroom or other campus area, do not leave the room or area, but do try to ask someone to inform Administration immediately. Continue operating as usual until help arrives.
2. If a gun is displayed, do not attempt to disarm the person.
3. Remain calm and tell others to do so as well.
4. Stay away from the armed person and talk to him/her in a controlled manner. Use slow, non-threatening gestures, i.e., open palms. Avoid eye contact and adopt submissive attitude.
5. Ask the person to put down the weapon and move away from it.
6. Try to secure help to alert Administration.

Fights or Assaults:

In case of a violent confrontation between two or more people, do the following:

1. Secure the nearest available assistance if needed. DO NOT attempt to physically stop a fight.
2. Stay on the scene, take control as much as possible and give specific directions for the combatants to stop. Always stay with the victim.
3. Have someone to contact Student Services who will contact Administration.
4. Document the incident as soon as possible and submit the report to Administration.



TCAT
ELIZABETHTON

Revised June 2026

Hostage:

1. Try to get someone to notify Student Services who will contact the police and Administration.
2. Remain calm and avoid quick movements. Do not crowd the hostage taker, criticize him/her, or argue with him/her.
3. Follow all instructions of the hostage taker and tell all others to follow instructions as well.
4. Do not attempt to disarm hostage taker or negotiate with him/her.
5. Once police negotiators make contact, do exactly as they advise.

SHELTER IN PLACE PROCEDURES

In case of a threatening situation that dictates personnel remain secured in the building, do the following:

1. A signal or announcement will be given to begin Shelter in Place.
2. Clear the halls and go immediately to offices or classrooms.
3. Lock classroom and office doors if possible and close open windows in case of hazardous material release.
4. Move to an area of the room away from windows and doors.
5. Admit no one to the classroom or office except Emergency Personnel or Administrative Officials.
6. The Shelter in Place concludes only with official notification from Emergency Personnel or the Administrative Team.
7. Administrators, Support Staff and Instructors should evaluate areas of safety.



TCAT
ELIZABETHTON

Revised June 2026

**TENNESSEE COLLEGE OF APPLIED TECHNOLOGY
ELIZABETHTON**

TORNADOES

1. Computers and Weather Band Radios will be monitored in the Administration Building.
2. When a tornado warning has been issued, (a tornado has been sighted in your area), you will hear an announcement by Bullhorn, Intercom, Telephone, or Authorized Person.
3. Take the following actions:
 - Seek shelter AWAY FROM exterior windows and doors, and from high free-span roofs.
 - Use the space below to write down specific safe locations for your building(s).

- The SAFEST POSITION is to sit on the floor, back to wall, with protection overhead (a textbook for example)
- If caught OUTDOORS, lie flat in the nearest ditch, ravine, or depression.



TCAT
ELIZABETHTON

Revised June 2026

THUNDERSTORMS AND/OR LIGHTNING

1. Weather Alert Radios are monitored in the Administration Building.
2. When a thunderstorm warning has been issued, stay indoors and move to the middle of the building away from windows.
3. Unplug all electrical devices not necessary for obtaining weather information.
4. Avoid using the telephone.
5. If lightning occurs, and a sturdy shelter is not available, get inside a hard top automobile and keep windows up.



TCAT
ELIZABETHTON

Revised June 2026

**TENNESSEE COLLEGE OF APPLIED TECHNOLOGY
ELIZABETHTON**

**INCLEMENT WEATHER/EMERGENCY
ADMINISTRATIVE CLOSING**

The only personnel authorized to declare Tennessee College of Applied Technology Elizabethton closed due to inclement weather or an emergency is the President or his/her designee. In such cases, regular full-time and regular part-time employees on the active payroll who are scheduled to work during the declared times of closing will be granted time off from work with pay. Employees who are not scheduled to work will not be paid for the emergency and/or inclement weather closing.

If an emergency closing has not been declared due to inclement weather and an employee is prevented from reporting to work for his/her normally scheduled working hours annual leave or leave without pay must be taken. The employee may be allowed with institutional approval to make up the time lost.

Evaluation

The President and Vice Presidents will periodically evaluate the effectiveness and reliability of the Emergency Medical Care Plan and adjust and revise whenever necessary. They will also evaluate the plan and suggest any changes or improvements that they might feel will improve the plan.



TCAT
ELIZABETHTON

Revised June 2026

**TENNESSEE COLLEGE OF APPLIED TECHNOLOGY
ELIZABETHTON**

**GUIDELINES FOR IDENTIFYING AND HANDLING MAIL PIECES AND
PACKAGES SUSPECTED OF CONTAINING A THREAT**

REMAIN CALM: DO NOT GET EXCITED OR EXCITE OTHERS

A. Characteristics of a suspicious parcel

- Unexpected or from someone unfamiliar to you
- Addressed to someone no longer with your agency or an otherwise outdated address
- No return address or one that cannot be verified as legitimate
- Unusual weight, given its size or lopsided
- Restrictive markings such as “Personal” or “Confidential”
- Exhibits protruding wires, strange odors or stains
- Postmarked from a city which does not match return address
- Displays distorted handwriting or addresses with homemade labels or cut and paste lettering
- Unprofessionally wrapped or secured with combinations of tape
- Excessive postage

B. What to do if you receive a suspected explosive device

- Do not try to open the parcel
- Isolate the parcel
- Evacuate the immediate area
- Notify your supervisor and he/she will notify TEMA (615) 741-0001 or 1- 800- 262-3300

C. What to do if you receive an Anthrax threat by mail

- Do not handle the mail piece or package suspected of contamination
- Double bag the letter or package in zipper type or zip lock type plastic bags using latex gloves
- Wash your hands with soap and water



TCAT
ELIZABETHTON

Revised June 2026

- Notify your supervisor and call TEMA (615) 741-0001 or 1-800-262-3300
- Make sure that all suspicious packages are isolated and the immediate area cordoned off
- Ensure that all persons who have touched the mail piece wash their hands with soap and water
- List all persons who have touched the letter and/or envelope, include contact information
- If the package or letter has been opened and powder spills out

Do not attempt to clean it up. Keep others away from the area

TEMA will coordinate the response, notify all necessary emergency, and law enforcement agencies

Reporting and Investigating Student Sickness and Accidents

Sickness and Accident

The Tennessee College of Applied Technology Elizabethton establishes the Safety and Health of students (and all others on the college campuses) as a primary concern. TCAT Elizabethton will do all in its power to negate the safety and health related issues within its control, however accidents and illness occur.

To assist students when an accident, incident or illness occurs, the following method for documenting these instances promoting the college's ability to render aid is required.

When an incident or accident/illness occurs on the college campus, a college employee will first:

- Render immediate aid
- Contact the Administrative Office for additional response (external Emergency Medical Services contacted), college staff with medical knowledge (Practical Nursing faculty) dispatched.
- Complete an Incident Report or a Sickness/Accident Report
- Submit the appropriate form to the Administrative Office of the College



TCAT

ELIZABETHTON

Revised June 2026

TENNESSEE COLLEGE OF APPLIED TECHNOLOGY ELIZABETHTON

SICKNESS/ACCIDENT REPORT

To be filled out immediately after any accident in the school and filed in main office.

1. Who was injured?	Name: _____	Training area: _____
2. What was the nature and extent of injuries? (Describe fully) Use back of form if needed.	Nature of accident: _____	Nature of injury: _____
3. Who gave medical treatment.	First aid in school: _____	By: _____
	Physician: _____	
	Hospital: _____	
4. On what day and at what time did the accident occur?	Date: _____	Hour: _____ AM () PM ()
	Was injured person supposed to be in this place at this time? YES () NO ()	
5. Where did the accident occur?	Exact place where accident occurred: _____	
6. Who saw the accident or was near the injured when the accident occurred?	Name	Address Phone
	_____	_____
	_____	_____
	_____	_____
7. What was the cause of the accident? What occurred?	Immediate cause: _____	

8. What was the injured trainee's statement regarding the accident?	_____	

9. What was the mental and physical condition of the injured prior to the accident?	_____	

10. What can be done to prevent recurrence of this or similar accidents?	_____	

11. Additional comments	_____	

Report made by: _____ Title: _____

Received at office – Date: _____ Hour: _____ AM () PM ()