How to: Write an Incident Report

1. Visit the LSC Main Page and click on the Faculty/Staff Portal

2. Under "Tools", click on the "Report an Incident" link.

3. Using the drop-down menu, choose what incident type best fits your scenario. If you are unsure, use the general incident reporting form and the system manager can distribute it to the proper area.

4. When writing an incident report, it is crucial to complete as much of the form as possible (to