

City of Bangor Incident Report



This form will be used by City of Bangor employees to document an incident that could lead to a potential insurance claim. It is important to document and report the incident to the Department of Safety and Environmental Management as soon as possible in order a claim file can be created and our insurance representatives can be notified.

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| Report Completed By: | | Today's Date: mm dd yyyy | |
| Date of Incident: mm dd yyyy | | Type of Incident (check all that apply): <input type="checkbox"/> Property Damage <input type="checkbox"/> 3 rd Party Injury <input type="checkbox"/> Sewer Back-up <input type="checkbox"/> Environmental <input type="checkbox"/> Other: _____ | |
| Time of Incident: <input type="checkbox"/> AM <input type="checkbox"/> PM | | | |
| Name of Person(s) Involved: 1. 2. 3. | | Phone Number(s): 1. 2. 3. | |
| Location of Incident (include physical address): | | | |
| Description of the Incident: | | | |
| Included with the Report: <input type="checkbox"/> Police Report <input type="checkbox"/> Photos / Video <input type="checkbox"/> Medical Records / Bills <input type="checkbox"/> Estimate / Receipts <input type="checkbox"/> Other: _____ | | | |