**Red Flags Incidence Report Form**

This is an electronic form. Complete it by typing in the gray sections.

Use the tab key to move from field to field. Print to sign and submit.

It may also be printed and used as a blank form. If this form is e-mailed from the

person authorized to sign, that can be used as an electronic signature.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | | **Reporter Information** | | | | |
| **Name** | |  | | | | |
| **Department** | |  | | | | |
| **UV ID** | |  | | |  | |
| **Date** |  | **Mailstop** |  | **Extension** | |  |

|  |
| --- |
| **Victim Information** |
| **Name** |
| **Address** |
| **Phone Number** |

|  |
| --- |
| **Incident Reporting** |
| **Date** |
| **Description** |
| **Action Taken** |
| **Follow-Up Required** |

|  |  |  |
| --- | --- | --- |
|  |  |  |
| **Printed Name** | **Signature** | **Date** |

If this form is e-mailed from the person authorized to sign, that can be used as an electronic signature.

**Submit form to Jacob Atkin, MS 109, or** [**Jacob.atkin@uvu.edu**](mailto:Jacob.atkin@uvu.edu)

**For Committee Use Only:**

**Reviewed by Red Flags Committee**  **Incidence Closed**

**Action Taken**