



How to File a Student/ Visitor Incident Report

Whether you are an employee, student, or visitor at Clark College, it is necessary to learn the proper steps to take when an accident occurs. Read further for information of how to file Incident reports.

Student/Visitor Incidents

1. Incident occurs
2. Contact security & emergency situations call 911

Main campus (360)992-2133

CTC campus (360)992-6133

3. Fill out incident report ([PDF](#))
4. Submit form to Environmental Health and Safety

Email: ehs@clark.edu

In-person: Baird room 135 (Human Resources main desk)

Near Miss Incidents (For incidents not needing first aid)

1. Fill out incident report (Mark near miss) [PDF](#)
2. Submit form to Environmental Health and Safety

Email: ehs@clark.edu

In-person: Baird room 135 (Human Resources main desk)