

Form 35

Incident and Safeguarding Report

Immediate danger requires emergency action. Internal notice does not replace applicable civil reporting duties.

Date time location and reporter

Persons involved and witnesses

Observed facts or exact words of disclosure

Immediate protective action

Civil authority report agency date and reference

Internal contacts and notification dates

Evidence preserved and restricted location

Reporter signature and follow up authority

Safety restrictions and review reference

Record reference _____ Attachments _____