**West Chester University**

**Undergraduate Social Work Department**

**Incident Report Related to Field**

Student Name:       Date of report:

Field Agency:

Field Instructors:

Field Liaison:

Date and time of incident:

Location:

What happened (description by student and others involved):

Actions and outcomes (e.g., injuries, hospitalization, damage to property, use of restraints, police action):

Follow-up plan (debriefing / counseling / university protocol):

Follow-up plan for agency and school review and potential policy revisions:

Student Signature:

Field Instructor Signature:

Field Director Signature:

Source: Lyter, S.C. (2015). Safety and risk management. In Hunter, C.A., Moen, J.K., & Raskin, M. (Eds), Social work field directors: Foundations for excellence. Chicago, IL; Lyceum Books, Inc.