

# Proper Incident Report Writing

---

## Header Information

**Date:** February 12, 2025

**Time:** 9:30 AM

**Location:** Metro Office Complex, Parking Lot B

**Reported by:** Karen Mitchell, Security Manager

## Description of the Incident

At approximately 9:00 AM, a vehicle collision occurred in Parking Lot B of the Metro Office Complex. The incident involved two cars: one backing out of a parking space collided with another vehicle that was driving down the lane. The impact caused minor damage to both vehicles.

## Parties Involved

- **Karen Mitchell:** Security Manager, oversaw the incident response and report.
- **Driver 1:** Alex Johnson, employee at Metro Office Complex, driving the vehicle backing out.
- **Driver 2:** Sarah Ford, visitor, driving the vehicle moving through the parking lane.

## Actions Taken

- Security personnel at the scene immediately responded to the incident, ensuring the area was safe and no fuel leaks or further hazards were present.
- Both drivers were assessed for injuries; fortunately, there were no physical injuries reported by either party.

- Police were notified and arrived at the scene to facilitate the exchange of information between the drivers and to document the accident for insurance purposes.
- Photos of the incident scene and damages to both vehicles were taken by the security team for record-keeping and insurance claims.
- An accident report form was completed by both drivers, and witness statements were collected from nearby pedestrians and other drivers who observed the collision.

### **Recommendations for Future Prevention**

1. **Enhanced Signage:** Increase the number and visibility of signs indicating right of way and speed limits within the parking lot to prevent similar incidents.
2. **Traffic Flow Improvements:** Consider redesigning parking lot layout to facilitate better traffic flow and reduce the likelihood of such collisions.
3. **Driver Awareness Campaign:** Launch a safety awareness campaign targeting all complex users to encourage more vigilant driving and parking habits.
4. **Regular Safety Audits:** Conduct regular safety audits of all parking areas to identify and address potential risks.
5. **Security Camera Upgrades:** Install additional security cameras covering all angles of the parking lot to monitor and record all activities, providing valuable information in case of incidents.

### **Attachments**

- **Incident Photographs:** Visual documentation of the scene and vehicle damages.
- **Police Report:** Official report filed by the responding officers, including their observations and preliminary conclusions.

- **Witness Statements:** Collected accounts from individuals who witnessed the incident, providing additional details and perspectives.
- **Security Logs:** Entries from the security personnel detailing the timeline of the incident response.

Proper Incident Report Writing – [Edit & Download]