

COUNTY OF LOS ANGELES NON-EMPLOYEE INJURY/PROPERTY DAMAGE REPORT

Dept. Name: CEO
Facility: CEO (NOC)

Prepared for County Counsel in defense of the County, Special Districts and employees.

INSTRUCTIONS:

1. All incidents involving injury or property damage to non-employees, however, minor, while on County property (owned or leased) must be reported by E-Mail to Carl Warren and Company:

Sylvia Hernandez	SHernandez@carlwarren.com
Stacy Luster	SLuster@carlwarren.com

FATALITIES OR SERIOUS INJURIES MUST BE REPORTED IMMEDIATELY BY PHONE TO CARL WARREN & CO. (818)247-2206

NON-EMPLOYEE INFORMATION:

1. Name _____
(Last Name) (First Name) (Middle Name)
2. Address _____
3. Age _____ 4. Sex Male Female

If minor, give name of parent or guardian _____

TIME AND PLACE:

5. Place of occurrence _____
(Name of County Facility, Street Number) (City or Town)
6. Location in building _____
(In detail: Bldg., Floor, Room No.)
7. Date of occurrence _____ Hour _____ AM/PM 8. Weather: _____ Clear _____ Rain
- POLICE REPORT Yes No POLICE AGENCY REPORTING _____ STATION _____ DEPT. #: _____

DESCRIPTION OF INCIDENT:

9. What was non-employee doing?

10. What happened? (Describe fully, stating whether injured person fell, was struck, etc.) Give all factors contributing to injury or damage:
(If necessary, continue on separate sheet)

11. Condition of floor, sidewalk, steps or other physical property or equipment involved: _____

12. Was there any defect or foreign substance or object involved? If so, describe: _____

13. If slip and fall: Person's shoes _____ heels _____ caps _____
(Type) (Type) (Type)

NATURE OF INJURY AND PART OF BODY AFFECTED:

14. Be specific! State which part of body injured; whether right or left, etc. If exact nature of injury is undetermined, give opinion:

TREATMENT GIVEN:

15. Was treatment given to the injured person by County Personnel? _____ By whom? _____

Type of Treatment: _____

16. Was ambulance called? _____ Which company _____ By whom? _____

17. Taken to hospital? _____ Which? _____

STATEMENTS BY WITNESSES:

(Note: Attach additional pages if needed)

18. Statement of injured as to what happened: _____

19. Witness No. 1: Name: _____

(Last Name)

(First Name)

(Initial)

Address: _____ Telephone: _____

(Number)

(Street)

(City)

Statement: _____

20. Witness No. 2: Name: _____

(Last Name)

(First Name)

(Initial)

Address: _____ Telephone: _____

(Number)

(Street)

(City)

Statement: _____

Date Report Prepared: _____

Prepared by: _____ Phone: _____

(Print Name)

Dept. _____

(Title)

(Signature)