

Incident Report Form

To be completed by the employee, board member or visitor immediately following any incident that resulted in injury or property damage, and turned into the supervisor.

Employee Involved (Complete both boxes)	Customer/Visitor/Witness Involved
Name: Carl Hinds	Name: Claire Coleman Evans
Job title: Program Manager	Address:
Date of Birth: 02-08-1970	City, ST Zip:
Phone: (503) 265-9104	Phone: ()

The following sections should be completed for all incidents:

Date of incident: 2/28/2025	Approximate time of incident: 1:19 PM
Location of incident (be specific as to where, in what room or part of the property, etc): Phone call in office	
What happened, what was the cause of injury: Claire Coleman Evans called in a highly agitated state and demanded that her email to the landuse@districtfourcoalition.org , which was held for approval, be distributed. The list is set up to ensure the 60+ subscribers do not get spammed, so the only authorized senders are Mary Kelley and D4C Staff. I immediately opened up SimpleLists and released Claire's email but she continued screaming at me and accused me of censoring her. I told her that the manner in which she was speaking with me was unprofessional and abusive, and hung up the phone.	
What is the nature of the injury/ property damage: Unprofessional and uninformed accusations directed at an employee by a board member.	
If injuries were involved, <input type="checkbox"/> Ambulance used, <input type="checkbox"/> Will seek medical attention, or <input type="checkbox"/> Medical attention not being sought at this time. (Checking this box does not prevent future medical attention should you change your mind or condition worsens.)	
Were their witnesses? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No List names & phone # if other than employee: Sally Knueven was in the office at the time and I believe overheard part of the call	
Involved Party Signature: <i>Carl Hinds</i>	Date: 3/5/2025

Employer/Management Use only

Received By (PRINT):	Date:
Signature:	Manager Phone: