



# City of Helena Incident Report

Date of Incident: \_\_\_\_\_ Place: \_\_\_\_\_

Approximate Time of Day: \_\_\_\_\_  AM  PM

*If other than City:*

Claimant's name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone #: \_\_\_\_\_

If outside, what were the weather conditions:

Sunny

Cloudy

Raining

Snowing

Other \_\_\_\_\_

Type of Incident: (check all that apply)

Bodily injury (public)

City building and appurtenances damage

Other

Property damage (others)

City inventory damage/loss

Safety hazard/incident

Details of Incident :

\_\_\_\_\_

Result:

\_\_\_\_\_

Name of person injured or description of property loss:

\_\_\_\_\_

Estimate of cost of damage or loss: \$ \_\_\_\_\_

If vehicle: Year: \_\_\_\_\_ Make: \_\_\_\_\_ Model: \_\_\_\_\_

Recommendation for corrective action:

\_\_\_\_\_

Report prepared by: \_\_\_\_\_ City Employee?  Yes  No Date: \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_ Ext: \_\_\_\_\_

**Return to Carrie Hahn or Liz Hirst, City of Helena, 316 N Park Ave, Room 320, Helena, MT 59623**