

**MANCHESTER BOARD OF EDUCATION  
TOWN OF MANCHESTER  
PROPERTY/CASUALTY INCIDENT REPORT**

Please complete this report for any incident, accident, or injury involving:

- Manchester Board of Education vehicles
- Manchester Board of Education property
- Citizens - not Manchester Board of Education employees or students

Send interoffice to: Karen L. Clancy, Assistant Superintendent of Finance & Management, 45 North School Street, Manchester, CT; or email to: Karen L. Clancy at [klclancy@mpspride.org](mailto:klclancy@mpspride.org)

Department/Division: \_\_\_\_\_

Date/Time of Incident: \_\_\_\_\_

Location of Incident: \_\_\_\_\_

Description of Incident (what happened, what Manchester Board of Education employees were involved): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Were there injuries? If so, please describe:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Were the police contacted? Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, please send a copy of the police report to the Assistant Superintendent of Finance & Management when it is received.

Comments: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
Signature of person making this report

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Division/Department Head

\_\_\_\_\_  
Date