

5.2 Incident Report Form

Please complete this form to report any unacceptable behavior or crisis experienced or witnessed during an ISH function. Reports may be submitted in person, via email, or through a designated reporting system.

1. Reporter Information

- **Name** (optional):
 - **Email or Contact Info** (optional):
 - **Affiliation (if applicable)**:
-

2. Type of Incident

- ☐ Harassment or discrimination
 - ☐ Threatening or unsafe behavior
 - ☐ Inappropriate conduct (verbal, physical, or visual)
 - ☐ Retaliation
 - ☐ Other (please specify):
-

3. Incident Details

- **Date and Time**:
- **Location (venue/room/platform)**:
- **Description of Incident** (What happened? Please be as specific as possible):

4. Individuals Involved

- Name(s) of person(s) responsible (if known):
 - Name(s) of affected individuals:
 - Witnesses (if any):
-

5. Actions Taken So Far

- ☐ I have contacted an ISH representative
 - ☐ I have contacted venue security or law enforcement
 - ☐ No action taken yet
 - ☐ Other:
-

6. Desired Outcome or Follow-Up

(What would you like to see happen next? This helps us respond appropriately.)

Note: All reports will be treated confidentially and shared only with individuals involved in handling the incident.