Incident Detail Report

Last Modified on 11/15/2024 2:46 pm EST

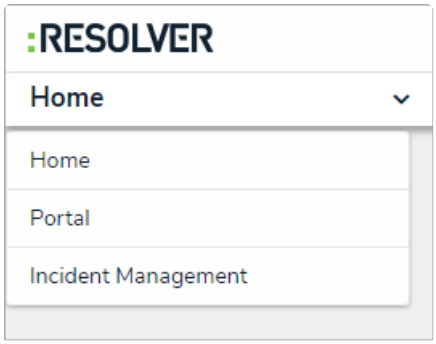
While Incident Management has several useful reports for viewing aggregate incident data, there are times when it is useful to view a single incident with all of its details and attachments laid out. The incident detail report is a read-only report that allows incident owners, investigators, supervisors, and administrators to view this information for incidents that are in the **Open**, **Investigation**, **Legal Hold**, or **Closed** states. GS: Should this report be mentioned on the Reports Overview article, or is it too different?

The incident report contains the following sections: GS: Is this enough detail or should I dig a little deeper?

- **Main Incident Form:** All the major details of the incident including the type, severity, net loss, etc.
- **Incident Locations:** The relevant information of any location linked to the incident, including any uploaded images.
- **Involvements:** A list of all persons and items involved in the incident with their relevant information and images. For items, the total value of each will be displayed.
- **Narratives:** All narratives linked to the incident, including opening statements, witness statements, etc.
- **Incident Attachments:** All images and documents that have been attached to the incident.
- **Losses and Recoveries:** A table of all losses and recoveries recorded for the incident. GS: This did not show up for me, even with incidents that I set up losses and recoveries for. Is it no longer part of this report?
- **Incident Summary:** The incident's outcomes, notes, and audit information.

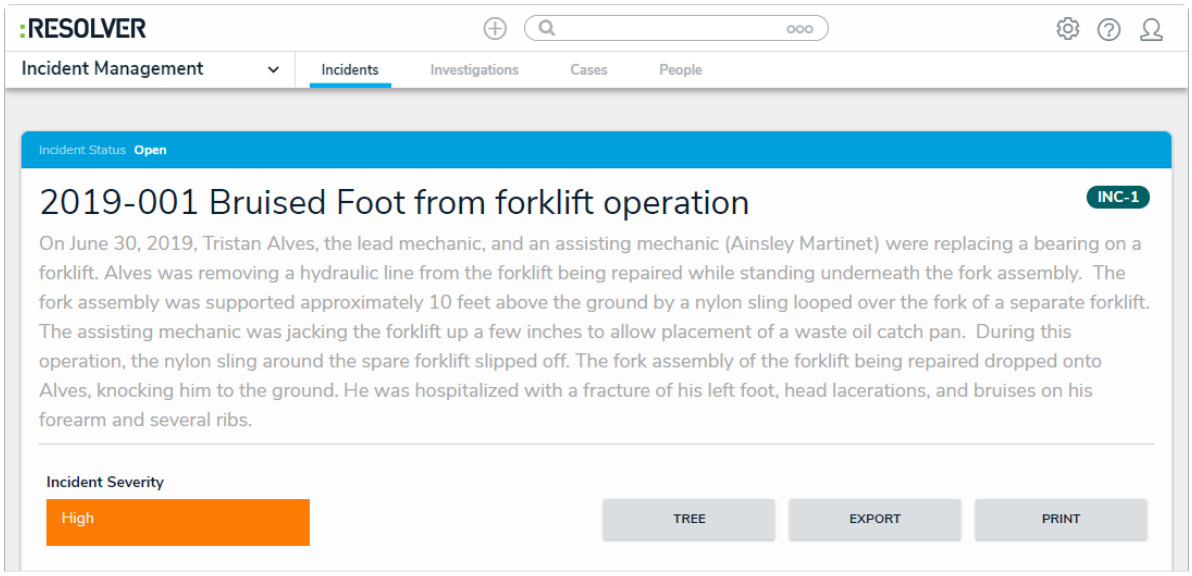
To view the incident detail report:

1. Log into a user account that's been added to the **Incident Owner**, **Incident Investigator**, **Incident Supervisor**, or **Administrator (Incident Management)** user group. GS: Should we copy this article over to these other roles, or should it stay in one place?
2. Click the dropdown in the **nav bar**, then click **Incident Management** to display the **Incidents** activity.



The nav bar.

3. Click an incident that is in the **Open**, **Investigation**, **Legal Hold**, or **Closed** state to open the **Incident Review** form.



The Incident Review form.

4. Click the **Print** button to display the incident detail report for that incident.

Resolver.
A KROLL BUSINESS

IM - Incident Detail Report

Last Updated: Nov 29, 2019 10:55 AM

INC-1 **2019-001 Bruised Foot from forklift operation**

Primary Incident Type
Security Breach

Incident Severity
High

Net Loss
32746.00

Description
On June 30, 2019, Tristan Alves, the lead mechanic, and an assisting mechanic (Ainsley Martinet) were replacing a bearing on a forklift. Alves was removing a hydraulic line from the forklift being repaired while standing underneath the fork assembly.

The fork assembly was supported approximately 10 feet above the ground by a nylon sling looped over the fork of a separate forklift. The assisting mechanic was jacking the forklift up a few inches to allow placement of a waste oil catch pan.

During this operation, the nylon sling around the spare forklift slipped off. The fork assembly of the forklift being repaired dropped onto Alves, knocking him to the ground. He was hospitalized with a fracture of his left foot, head lacerations, and bruises on his forearm and several ribs.

Observed Date/Time
June 17, 2019 6:00 pm

Reported By

Incident Flags

Flag Notes

Incident Reported DateTime
June 17, 2019 6:00 pm

Responding Person(s)
Anthony McComas

Fiscal Year
FY 2019

Additional Incident Types

Incident Start DateTime
June 17, 2019 6:00 pm

Incident Owner

Additional Responses
EMS

Incident End DateTime

Incident Supervisor

Police File Number

An incident detail report.