

UNSAFE CONDITIONS REPORT FORM

TO: All Employees

FROM: District Administrator

Providing safe and healthful conditions for all of our students, employees and visitors is a high priority for the School District of Neillsville. Anyone who is aware of any unsafe condition, in or around a school building, is strongly encouraged to complete this form and present it to the building principal immediately. The school district is committed to taking corrective action on all reported issues and concerns. After the problem has been thoroughly investigated, you will be notified of the action taken to correct it.

Thank you in advance for your concern.

Please fill out the following:

Individual completing this form: Name _____

Date _____ Building _____

Description of unsafe condition:

PRESENT FORM TO BUILDING PRINCIPAL IMMEDIATELY!

FOR OFFICE USE

Note to building principals: Take immediate action if you can. Send a copy of this form to the district administrator at the Board of Education Office and follow the regular procedure for dealing with safety issues.

Corrective action taken:

District Administrator's Name _____ Date _____

Signature _____

***Date of response given to person reporting unsafe condition* _____**

Initial Adoption: 6/18/09

Final Adoption: 8/11/09