

# EAST LAKE TARPON SPECIAL FIRE CONTROL DISTRICT

## THREAT INCIDENT REPORT

This form is to be filled out when an incident has occurred that is a potential or immediate threat as defined in the East Lake Tarpon Special Fire Control District (ELFR) Security policy.

Check one:

Potential threat

Immediate threat

1. Name of threat-maker: \_\_\_\_\_
2. Relationship to ELFR/recipient: \_\_\_\_\_
3. When did incident occur? \_\_\_\_\_
4. Where did incident occur? \_\_\_\_\_
5. What happened immediately prior to incident? \_\_\_\_\_  
\_\_\_\_\_
6. Specific language of threat: \_\_\_\_\_  
\_\_\_\_\_
7. Any physical conduct that would substantiate an intention to follow through on the threat? \_\_\_\_\_  
\_\_\_\_\_
8. How did the threat-maker appear (physically and emotionally)? \_\_\_\_\_  
\_\_\_\_\_
9. Names of others who were directly involved and any actions they took: \_\_\_\_\_  
\_\_\_\_\_
10. How did the incident end (outcome)? \_\_\_\_\_  
\_\_\_\_\_
11. Names of witness(es): \_\_\_\_\_  
\_\_\_\_\_
12. What happened to the threat-maker after the incident? \_\_\_\_\_  
\_\_\_\_\_
13. If threat-maker is an ELFR Department employee, was he/she placed on Administrative Duty at home? \_\_\_\_\_
14. What happened to the other employee(s) directly involved after the incident? \_\_\_\_\_  
\_\_\_\_\_
15. Names of any Supervisory staff involved and how they responded: \_\_\_\_\_  
\_\_\_\_\_
16. What events triggered the incident? \_\_\_\_\_  
\_\_\_\_\_
17. Any history leading up to the incident? \_\_\_\_\_  
\_\_\_\_\_
18. The steps which have been taken to ensure that the treat will not be carried out: \_\_\_\_\_  
\_\_\_\_\_
19. Suggestions for preventing workplace violence in the future: \_\_\_\_\_  
\_\_\_\_\_
20. If the threat involves domestic violence, was the ELFR Department Employee advised of confidential channels of reporting the incident? (PCSO Victim Advocate Unit 813-582-6259)  Yes  No

\_\_\_\_\_  
*Print Name -Supervisor completing Report/Date*

\_\_\_\_\_  
*Supervisor Signature/Date*

