

Accident Report Form (Form FM84)

Currently in Effect

When is an Accident Report Form Used?

The FM84 Accident Report Form is used to report injuries or illnesses that happen to students during classes/training, and to employees while performing their job responsibilities or while attending classes.

All required information must be completed, and the form must be signed by the student/employee, witness(es) if any, and the supervisor.

If necessary, additional pages may be attached with student, witness or supervisor comments. Additional pages must be signed and dated.

If signatures cannot be clearly read, then the names must be printed under each signature.

**Completed forms must be scanned and emailed to the SFRT Administrative Assistant, and the Division Director of State Fire Rescue Training for handling. ([See below for NRPC instructions](#)).

Do not mail forms to the KCTCS Safety Section.

Forms that are incomplete or incorrect will be returned to the Area Office for completion/correction.

NRPC

The NRPC will follow the above instructions except that completed forms must be scanned and emailed to the Financial Analyst, and the Executive Director of the Fire Commission for handling.