



If you know of a safety/discipline incident in your school:

- ✓ **INFORM YOUR CHAPTER LEADER**
- ✓ **REPORT IT TO YOUR SCHOOL ADMINISTRATION  
WITHIN 24 HOURS**

File a UFT incident REPORT in one of three ways:

- ✓ **FILE ONLINE AT [WWW.UFT.ORG](http://WWW.UFT.ORG)**
- ✓ **CALL YOUR BOROUGH OFFICE**
- ✓ **FAX A UFT INCIDENT REPORT TO 1 (212) 677-6612**

If the situation is an emergency:  
Seek medical attention immediately if necessary  
Call the UFT Safety & Health hotline at:

**1 (212) 701-9407**

8:00 a.m.-7:00 p.m.

KEEP A COPY OF EVERY FORM FOR YOUR RECORDS.