



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**
- ✓ **CALL YOUR BOROUGH OFFICE**
- ✓ **FAX A UFT INCIDENT REPORT TO (212) 677-6612**

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

(212) 701-9407

9:00 a.m. - 6:00 p.m.

KEEP A COPY OF EVERY FORM FOR YOUR RECORDS.