

Incident/Accident Report

Please notify the Pastor by phone as soon as possible (within 24 hours). The person in charge of the event or ministry should give this written report to the Pastor within 7 days. Other eyewitnesses to the incident (preferably adults) may also fill out reports.

Date & Time of incident: _____

Date & Time of Written Report: _____ Date & Time of Verbal report: _____

Person filing report: _____ Phone(s): _____

Instructions:

What should be reported? Any incident or accident involving an injury requiring medical treatment, emotional trauma, death, fire, explosion, vandalism, traffic violation, suspected crime (call police first), or suspected abuse. **NOTE:** If sexual misconduct is suspected, please use the report form provided in the "Sexual Misconduct Prevention Policy for First Presbyterian Church"

Your involvement in the incident

Describe the incident in detail (use additional paper if needed)

Location of the incident/accident

Individuals who were injured and a description of the injuries (& phone numbers if known)

Describe action taken on behalf of injured

Names of others involved in the incident (& phone numbers if known)

Name of the ministry/event and adult in charge at time of incident

Names of other witnesses (& phone numbers if known)

Cause of incident (in your opinion)

Additional comments

Please use reverse side or additional paper if necessary.

Contact Pastor John Chase, 707-762-8269, cell: 707-718-7924, within 24 hours.