

## Incident Report Template

*Complete this Form to document detailed incidents at City Bible Church.*

**Name and role of person completing this form:**

**Signature of person completing this form:**

**Date:**

### Incident

**Date and time of incident:**

**Name/s of person/s involved in the incident:**

**Description of incident (continue on back if necessary):**

**Witnesses (include contact details):**

### Reporting of the incident

**Incident Reported to:**

**Date:**

**Method of Reporting:**

### Follow Up Action

**What steps require follow-up?**