**CHURCH**

**LOGO**

# HERE

**INCIDENT AND ACCIDENT REPORT**

**Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Person: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (this is the injured person or the person reporting a non-injury incident)**

**Type of Incident: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (injury, complaint, report of misconduct, etc.)**

**Anytime someone makes an allegation that has a criminal element this form should be filled in and law enforcement contacted immediately. Failing to report an accusation of a crime puts you and your church at greater risk. It is not for the church to decide guilt or innocence on any allegations, but to report them to the proper authorities.**

**What area of the church did the accident occur: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Try to take pictures of the area immediately and of the injury if possible. Photographing an injury can be very tricky and must be handled with grace and tact. However, having the pictures can aid the church should a suit be filed later.**

**Completed by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (who completed the form)**

**Where were you when injury occurred: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**What happened\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**This should be a brief statement of the fall, injury, or complaint. (In instances of criminal misconduct or abuse allegations, do not ask the person reporting the incident to tell the entire story. Write down the type of complaint and call authorities. Allegations and rumors can start if this form has too much information). Use the back of the sheet if more space is needed.**

**Witnesses: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**(Preferably, two at least in addition to any church staff who witnessed the incident. Staff should not be the only witnesses if there are others available.)**

**Action Taken/Medical Treatment Provided: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**