

Greentree Church Incident Report

An incident report needs to be completed anytime there has been an accident or injury on church property or involving participants in a church activity off church property.

This form needs to be completed as soon as possible by the activity director or person in charge of the activity. We request that it be turned in to our church office to be reviewed by our executive pastor within 48 hours. For serious injuries or accidents, the executive pastor needs to be called immediately.

Activity Director: _____ Phone: _____

Group Name: _____ Grade / Age: _____ Group Size: _____

Activity Description: _____

Incident Occurred: _____ Date: _____ Time: _____ am / pm

Where: _____

Injured's Name: _____ Age: _____

Address: _____ Phone: _____

Description of Incident (use back of form as needed): _____

Description of injuries (use back of form as needed): _____

Describe treatment or action taken following incident (use back of form as needed): _____

Did participant continue with activity? yes no

Was any professional medical assistance provided? yes no If so, complete appropriate information as follows:

A. Name of ambulance co: _____

B. Name of hospital: _____

C. Medical people on the scene: _____

If property damage, describe damaged items: _____

List all witnesses - include names & phone numbers (use back of form as needed): _____

If party 18 or under, were parents notified? yes no How, when and by whom? _____

When were you first notified, if not immediately after the accident? _____

Signature of person completing this form

Telephone

Date

If injuries occurred, the Activity Director should follow-up with the injured parties as well s keep the executive pastor informed

Please turn this form into the Executive Pastor. Copies (made by office) to: _____