

//INCIDENT REPORT//

Date of Damage _____ Date Report Filed _____ Person Filing Report _____

INSTRUCTIONS

Incident report should be completed as soon as practical by the individual in charge of the event/activity. One copy must be turned in to the assigned staff member or church office. Additional witnesses are encouraged to complete report as needed.

Your involvement in the incident: _____

Where did the incident occur: _____

Description of incident: _____

Individual(s) injured and description of injuries: _____

Actions taken: _____

Names of all involved: _____

Names of all witnesses: _____

Additional Comments: _____

//DAMAGE REPORT//

Date of Damage _____ Date Report Filed _____ Person Filing Report _____

INSTRUCTIONS

Damage Report should be completed as soon as practical by the individual in charge of the event/activity. One copy must be turned in to the assigned staff member or church office.

What was damaged: _____

How did the damage occur: _____

Who, if anyone, was involved with the damage: _____

Names of all witnesses: _____

What action was taken: _____

Additional Comments: _____

