

WHITE MEMORIAL — PRESBYTERIAN CHURCH —

ACCIDENT/INCIDENT REPORT FORM

This form is to be used if there is an accident or injury on church property or during a church event.

Please complete this form the same day as the incident.

Be sure copies are given to the staff person associated with the event and to the Business Administrator.

Name: _____

Telephone: _____ **Email Address:** _____

Address: _____

City: _____ **State:** _____ **Zip:** _____

Date and Time of Accident/Incident: _____

Place of Accident/Incident: _____

Description of the accident:

Nature of Injury:

Witness(es) to accident/incident:

What actions were taken (medical treatment, police called, etc)?

Were parents/guardians notified? _____ **Time:** _____ **How?** _____

Signature _____ **Date** _____

Reviewed by: Business Administrator _____ Executive Pastor _____