

University Baptist Church  
Policies, Procedures and Guidelines Manual

**Incident Reporting Form**

(For Internal Use Only)

This form should be completed and given to a staff member immediately following an unusual incident. When in doubt, please complete the form. All information provided will remain confidential.

Name of leader reporting incident:					Today's Date
Staff Member receiving report:					Date of Incident
Type of incident ( <i>circle</i> )	Accident	Personal Injury	Safety Concern	Complaint	Other

1. Name and contact details of affected parties (email and phone number):

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2. Brief description of the incident, including time and location, etc.:

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3. Brief description of any intervention or assistance provided:

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4. If medical care was provided on site, please include the name of the medical personnel or EMS company that provided medical assistance, and/or the hospital to which the person was taken, etc.:

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5. Please provide the address, phone number, and email address of the person reporting the incident in case additional information is needed:

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**Thank you very much for the information you have provided.**

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***(This page to be completed by designated staff/leader assigned by Senior Minister)***

Staff Follow-up and Comments

1. Incident assigned to (staff member/leader) \_\_\_\_\_  
(Print Name)  
on \_\_\_\_\_ for investigation, documentation and follow up.  
(Date)
2. Brief description of the follow up/investigation, corrective action taken, etc.  
(Attach other documents as appropriate)  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
3. What corrective/preventative measures were taken and implemented?  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
4. Date on which the follow up was completed \_\_\_\_\_

This completed internal review will be placed in a confidential file and kept in a secure location in the church office.

Investigating staff member/leader: \_\_\_\_\_  
(Signature) (Date)

**NOTE:** *These documents are a part of an internal review/investigation by UBC and are therefore not subject to discovery.*