

Parish Incident Reporting Form

Date of Incident:	
Time of Incident:	
Location within Church:	
Person Reporting the Incident	
Full Name:	
Role/Title:	
Contact Information:	
People Involved	
Names of people involved:	
Roles/Relationships to Church:	
Contact Information:	
Age (if relevant):	
Incident Details	
Type of Incident:	
Detailed Description of What Happened (use additional page if needed):	

Actions Taken Immediately:	
Witnesses (names and contact info):	
Medical or Emergency Response	
Was First Aid Administered?	
Was Emergency Services Contacted:	
Name of Responders (if applicable):	
Evidence and Documentation	
Photos or Videos Taken (attach if possible):	
Damage Description (if property involved):	
Follow-up and Resolution:	
Was the Incident Resolved On-Site?	
Recommended Follow-Up Actions:	

Person Responsible for Follow-Up:	
Date of Follow-Up Completion:	
Further Notes:	