

Appendix A: Incident report form

This form is to be completed any time an emergency event occurs. **Please use black ink or use the writeable Pdf feature available on the server.** Return completed forms to the church project manager.

Date and time of Incident:	
Report completed by:	
Type of event:	
Location:	

Briefly describe the incident:

Were there any injuries? If so, list names of those injured and describe the injuries:

Describe any actions taken, including contacting emergency personnel:

List any witnesses or those involved in the incident:

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Describe any actions taken later to follow up on the incident:

Suggestions for changes in ongoing operations in light of this incident: