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| Example  Church Incident Report | | |
| Date of Incident: | Time of Day: | Person Reporting: |
| Who was involved in the incident? Please list all involved persons: |  |  |
| What were the details of the incident: |  |  |
| Where did the incident happen? |  |  |
| What do you believe caused the incident? |  |  |
| Could this incident have been avoided? | Yes □ No □ |  |
| If Yes, please explain: |  |  |
| Was a child involved in the incident? | Yes □ No □ |  |
| If yes, was parent notified? | Yes □ No □ |  |
| Insurance company notified | Yes □ No □ n/a □ |  |
| Phone number of person reporting incident: |  |  |
| Signature of person reporting incident: |  |  |
| Person responsible for follow-up: |  |  |
| CC: Business Administrator  File |  |  |