

CONTINUING RESOLUTION

*Rejoice Lutheran Church
Geneva, IL*

Number: CR-2013-7
Title: Incident Reporting
Committee: Finance
Effective Date:
Voided Date:

REFERENCE:

RESOLUTION:

It is the policy of Rejoice Lutheran Church to be in compliance with insurance regulations to monitor the building, grounds, and activities on and off the premises for safety issues.

PROCEDURE:

1. File an incident report any time there is a fall, injury or other mishap that may potentially become an issue.
2. Any person experiencing an incident or witnessing it is responsible for reporting it.
3. Report forms can be obtained from the church office or event leaders of off-site events.
4. Completed forms are to be turned into the church office
5. The Business Manager will monitor the reports for trends and report to the appropriate church body any actions that need to be taken
6. Completed forms will be filed in the church office for future reference.
7. Incidents required to be reported to the church's insurance company will be handled by the Business Manager and reported to the church council.

REJOICE LUTHERAN CHURCH - INCIDENT REPORT FORM

Location of Incident: Date & Time of Incident:

Name of Person Reporting: Date of Report:

Name of Injured or
Owner of Damaged Property: Age: Sex:

Parent / Guardian if Minor: Parents notified? No Yes

Contact Information for Injured/Owner:

Primary Phone: Secondary Phone:

Address (Street):

City: State:..... ZIP:.....

Is injured insured under any accident policy? No Yes Company:

Fully describe incident and include all details including the names of any witnesses (continue on additional paper as needed):

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List any injuries:

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Facility where injured was taken:

Address (Street):

City: State:..... ZIP:.....

Was injured transported by ambulance? No Yes

Attending Physician's Name:

Was a police report issued? No Yes. Police Dept: Report No.

Questions about this policy may be directed to any member of the Church Council or the Finance Committee.

APPROVED:

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Signature of Church Secretary

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Date Approved

VOIDED:

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Signature of Church Secretary

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Date Voided