



Windsor Presbyterian Church Incident Reporting Form

251 Windsor River Road, Windsor, CA 95492

Pastor's Phone: (912) 856-2806

Office Phone: (707) 838-1566

COMPLETE FRONT OF FORM – PLEASE PRINT – USE ADDITIONAL PAGES IF NEEDED

1. Triage and assess if emergency assistance is necessary.
2. Document incident with photo or video, if appropriate. Email to windsorpres@outlook.com
3. Complete Incident Reporting Form and notify Pastor Mary by phone at 1-912-856-2806.
4. Place the completed form in Pastor Mary's cubby (near front restrooms).

Reported by:		Date:
Name of person involved:		Phone:
Incident date:	Time:	Location:
Witness:		Phone:

PLEASE PRINT

Describe the incident. (include equipment involved and any contributing factors)

Describe the immediate action taken in response to the incident.

What follow-up action is needed?

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Level I incident: Report to Pastor

Level II Incident: Report to Pastor and Elder _____
Medical intervention needed, i.e., emergency room or urgent care visit.

Level III Incident: Report to Pastor & Session Deacon contacted: YES NO N/A
Outside intervention required, i.e., ambulance called **OR** police report filed.

Completed form to be filed in the church office.

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