



Incident Report Form



Incidents involving staff, volunteers, and members

This is a confidential report. It is completed to allow us to obtain advice from legal counsel and for the protection of all involved with Summit Church.

***** PLEASE PRINT LEGIBLY *****

DATE REPORT COMPLETED _____

INFORMATION ABOUT THE PERSON / PERSONS INVOLVED IN THE INCIDENT:

Person 1:

Name _____
(Last) (First) (Middle)

Age _____ Gender male female

Circle: *Staff Volunteer Member Guest*
If Staff or Volunteer, list position of leadership at Summit: _____

Person 2:

Name _____
(Last) (First) (Middle)

Age _____ Gender male female

Circle: *Staff Volunteer Member Guest*
If Staff or Volunteer, list position of leadership at Summit: _____

Person 3:

Name _____
(Last) (First) (Middle)

Age _____ Gender male female

Circle: *Staff Volunteer Member Guest*
If Staff or Volunteer, list position of leadership at Summit: _____

INFORMATION ABOUT THE WITNESS / WITNESSES INVOLVED IN THE INCIDENT:

Witness 1:

Name _____
(Last) (First) (Middle)

Age _____ Gender male female

Circle: *Staff Volunteer Member Guest*
If Staff or Volunteer, list position of leadership at Summit: _____

Witness 2:

Name _____
(Last) (First) (Middle)

Age _____ Gender male female

Circle: *Staff Volunteer Member Guest*
If Staff or Volunteer, list position of leadership at Summit: _____

Witness 3:

Name _____
(Last) (First) (Middle)

Age _____ Gender male female

Circle: *Staff Volunteer Member Guest*
If Staff or Volunteer, list position of leadership at Summit: _____

INFORMATION ABOUT THE INCIDENT:

Date of Incident: _____ Time: _____ Police or Social Services notified: Yes _____ No _____ Case#: _____

Location of Incident: _____

Describe what happened, how it happened, factors leading to the event, substances or objects involved.
Be as specific as possible (attach separate sheet if necessary):

REPORTER INFORMATION

Name _____
(Last) (First) (Middle)

Address _____
(Street) (City) (State) (Zip)

Age _____ Gender: male female Marital Status: married single

Circle: *Staff Volunteer Member Guest*
If Staff or Volunteer, list position of leadership at Summit: _____

Date of Birth: _____ Phone Number: _____