

INCIDENT REPORT

COMPLETE BOTH SIDES



R031925

- First, call 911 and/or obtain emergency services as required.
- Next, ensure the incident scene does not present a danger to others. Ask for help if needed, in blocking off dangerous areas, or with other remedies.
- Finally, complete this form and return to the Parish Office the same day or put it in the brass mail slot to the right of the main office door. If the incident results in serious injury or serious damage to the church property, notify someone on staff as soon as possible. Maintenance personnel phone numbers are posted.
- Report forms are located: JP2 Room 4 kitchen area, Bride's Room, Sacristy, Youth Center, Main Parish Office, STJMOD Pantry, Religious Education Office Area, and Hall Kitchen.

PERSON SUBMITTING THIS FORM

Full Name _____ **Phone #** _____

INCIDENT DETAILS

Date _____ **Time** _____

Parish/Agency _____ St. Joseph's Catholic Church

Address _____ 1813 Oakdale Rd, Modesto, CA 95355

Location Incident took Place _____

Description of the Incident _____

Person or Property Involved in Incident _____

Address _____

Age _____ **Phone #** _____

Nature and Extent of Injury or Property Damage _____

Why was the person on the premises? _____

CONTINUE ON OTHER SIDE

WITNESSES

Full Name _____

Address _____

Phone # _____

Full Name _____

Address _____

Phone # _____

Full Name _____

Address _____

Phone # _____

EMERGENCY RESPONSE INFO

Name of Officer _____

Badge # _____ Phone # _____

Ambulance _____

OFFICE USE

Received By _____ Date _____

Title _____

Address _____

Daytime Phone # _____

Fax # _____

What action has been taken to prevent similar accidents in the future?
