



BSLC Incidents: Handling and Reporting

The Parish Health Ministry Team has developed a document for reporting illnesses, injuries, or property damage that occur on our campus. It is important to remember that calling 911 in any of these situations is prudent. The dispatcher can help evaluate the need for police, ambulance, and/or fire fighters to respond.

Once the issue has been handled, the person/people who directly witnessed the incident should complete the form as soon as possible and give it one of our pastors to be kept in a secure file in order to protect the privacy of those involved. There will be a folder containing these forms at the welcome desk in the narthex.

Please see Mary Luecke or Christine Gruschkus-Wright if you have any questions about handling or reporting incidents.

Beautiful Savior Lutheran Church Incident Report

This form shall be used by staff and/or members who witness or become aware of an illness or incident causing injury and/or damage to property while on BSLC property. This report shall be given to a staff member or turned into the church office as soon as possible.

Person completing report: _____ Phone number: _____

Reason for report: _____

Date of incident: _____ Time of incident: _____

Place of incident: _____

Name of ill or injured person: _____ Phone number: _____

Property damage: _____

Description of what occurred:

[illegible]

Signature: _____ Date: _____