

# St. Luke's Incident Reporting Procedures

Damage, breakage, accidents, or illness of any kind are to be reported to the church office staff or a Church Trustee immediately. Damages or necessary cleaning fees will be assessed at the Trustees discretion.

Any bodily injury incurred is to be reported to the church office staff or a Church Trustee immediately after attending to the injury.

During normal church office hours, contact the office, report the incident, and fill out a St. Luke's Incident Report. After hours, fill out a St. Luke's Incident Report and leave it in front of the office. (Incident reports are also located in the Trustees folder in the drawers by the front office.)

For emergencies occurring outside of normal church hours, contact one of the following:

Ministers:	Ryan Canaday	(303) 791 0659 x112
	Jessica Rooks	(303) 791-0659 x109
	Sallie Suby-Long	(303) 791-0659 x132
Trustees / Former Trustees:	Ken Fong	(720) 253-6569
	Sandi Miyaki	(303) 913-9993
	Tim Boles	(303) 263-4846
Poison Control	(303) 739-1123	
Fire / Police emergency	911	
Public Assistance non-emergency	(303) 660-7500	

# St. Luke's Incident Report

Use for reporting any bodily injury, property damage, breakage, other accidents, or illness of any kind.

Your Name: \_\_\_\_\_ Date of report: \_\_\_\_\_

Your phone number: \_\_\_\_\_

Your group or activity: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Nature of bodily injury, property damage, breakage, other accident, or illness: \_\_\_\_\_

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\_\_\_\_\_

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\_\_\_\_\_

Location in church, date, and time where incident occurred: \_\_\_\_\_

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\_\_\_\_\_

Efforts made to address problem: \_\_\_\_\_

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\_\_\_\_\_

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Turn this form in to the office, for distribution to the Ministers and Trustees.