

CHURCH OF THE OPEN DOOR & CARROLL CHRISTIAN SCHOOLS

Incident Reporting Procedures

Any and all “incidents” that occur onsite or during a Ministry events or activity need to be documented at the time of the incident or accident. Incidents should only be openly discussed with Ministry Leaders and Facilities Management.

- 1) Take immediate action to mitigate the incident and limit any potential damage or injury.
 - a. Do not deliberately place yourself in harm’s way.
 - b. If help is needed in the situation, call for help immediately.
 - i. Onsite Help
 1. Security
 2. Facilities
 3. Ministry Leadership
 4. Fellow staff/volunteers
 5. School Office
 6. Church Office
 - ii. Emergency – 911 (medical/physical danger/fire)
 - c. If you are able to manage the incident, take the actions necessary to prevent any further damage or injury.
- 2) Immediately Notify Ministry Leadership if an Emergency.
- 3) An Incident Report needs to be completed at the time of the Incident or shortly thereafter.

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Incident Report

Name of Person Reporting Incident: _____ **Phone #:** _____

Individual(s) Involved in Incident/Accident:

Event/Incident Date: _____ **Time:** _____ **AM PM**

Event Incident Summary:

Actions Taken:

List any calls made as a result of the incident (indicate times):

Any follow-up actions?

A copy of the "Incident Report" should be given to the Ministry Leader as well as the Facilities Manager immediately.