

# Incident/Injury Report Form

## LowCountry Ministries

In case of incident/injury follow these procedures:

1. Stabilize the situation. Comfort the person. Assess the injury.
2. Locate and notify parents or family. If possible, assist children back to their parents.
3. Notify ministry site management (campground office, mall office, etc.).
4. If necessary, give information about local emergency rooms.
5. Do not leave the situation until responsibility of the situation has passed on to the parents and/or the ministry site management.
6. Notify Eric Spivey (525-6719 or 726-8294) or director of missions (726-8294).
7. Immediately fill out this incident report form. Give form to Eric Spivey

Date Incident/Injury Occurred: \_\_\_\_\_ Time: \_\_\_\_\_

Location of Incident: \_\_\_\_\_ Date of Report: \_\_\_\_\_

\_\_\_\_\_  
Description of what happened (Give as many details as possible; list all names, places, times, etc.  
Use back of sheet if necessary.)

Who Was Hurt or What Property Was Damaged

Name of person injured or property damaged:

\_\_\_\_\_  
Address: \_\_\_\_\_

Telephone: \_\_\_\_\_

Relationship to LowCountry Ministries:

\_\_\_\_\_  
Age: \_\_\_\_\_ Gender: \_\_\_\_\_

Describe injury or damage

\_\_\_\_\_  
\_\_\_\_\_

List name(s) and address(es) of witnesses (Have witness(es) write and sign an account of the incident on the back of this form or on another sheet).

---

---

---

Additional Information:

---

---

Name of person making report:

---

Address: \_\_\_\_\_

Relationship to LowCountry Ministries:

---

---

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

Time: \_\_\_\_\_