



INCIDENT REPORT

- **FILL OUT AT SCENE OF INCIDENT**
- **DO NOT ADMIT LIABILITY:** Make **no** statements regarding fault or payment of any bills.
- **IMMEDIATELY** fill out this report. Submit report to Parish Office as soon as possible, or fax to the Parish Office at (209) 369-1971
- **IN CASE OF A SERIOUS INCIDENT,** please call the Parish Office immediately at (209) 369-1907.
- **EXAMINE** the accident scene. Note conditions such as debris, moisture, lighting, equipment involved, etc.
- **DO NOT DISCUSS THE INCIDENT** except with Church Officials, Police, or your insurance representative.
- ***If possible or feasible, use cell phone camera to record incident***

DATE: _____ TIME: _____

PERSON SUBMITTING REPORT: _____ PHONE: _____

PARISH/AGENCY St. Anne's, Lodi, CA

ADDRESS: _____

LOCATION INCIDENT TOOK PLACE:

DESCRIPTION OF INCIDENT:

PERSON OR PROPERTY INVOLVED IN INCIDENT:

NAME: _____

ADDRESS: _____

AGE: _____ PHONE #: _____

NATURE AND EXTENT OF INJURY OR PROPERTY DAMAGE:

WHY WAS THE PERSON ON PREMISES?

WITNESSES

NAME: _____
ADDRESS: _____
PHONE #: _____

NAME: _____
ADDRESS: _____
PHONE #: _____

NAME: _____
ADDRESS: _____
PHONE #: _____

POLICE/FIRE DEPARTMENT

NAME OF OFFICER: _____
BADGE #: _____ **PHONE #:** _____
AMBULANCE: _____

SUBMITTED BY: _____ **DATE:** _____
TITLE: _____
ADDRESS: _____
DAYTIME PHONE #: _____
FAX #: _____

**WHAT ACTION HAS BEEN TAKEN TO PREVENT SIMILAR ACCIDENTS IN THE FUTURE?
(To be completed by the Parish Office.)**