

**Appendix K**

**Incident Report Form**

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

Location: \_\_\_\_\_

Concise descriptions of facts regarding the incident:

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*(Use the back of this page if more space is required.)*

Witnesses; Names and Contact Information:

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Corrective Action(s): *(Describe the manner in which this incident was handled.)*

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Remedy: *(Describe the actions taken to ensure incident will not recur.)*

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Signature and date of this form's author

Signature and Date of Pastor/Supervisor