

Forest Hills Presbyterian Church
Martinsville, Virginia

Incident Management Policy

Endorsed by Session [5/20/13]
Reviewed by Session [6/22/15]

General Policy Statement:

This policy identifies procedures for handling incidents involving Forest Hills Presbyterian Church personnel and/or property.

Policy Details:

When an incident occurs it is important that it be managed and documented. These incidents include but are not limited to property damage (fires or vehicle accidents involving church owned or leased property), accidents/injuries (occurring on church property, in church owned or leased vehicles, or during church events), and personnel issues (accusations of misconduct involving Forest Hills employees or agents).

The confidentiality, health and safety of all persons involved must be protected. Information must be collected and preserved so that it is available for regulatory, medical or insurance purposes.

Only trained and designated personnel have the authority to speak on behalf of Forest Hills Church. These persons include the minister, clerk of session, and chairman of the Administrative committee. Inquiries from government agencies, insurance personnel, legal representatives or the media shall be directed to these persons. When unauthorized persons are asked to provide information, these individuals shall inform the inquirer that they do not have authority to share information but that will be happy to provide contact information for those who do have this authority. Do not share an individual's medical or insurance information, phone numbers, addresses or emails without their permission.

When an incident occurs, it must immediately be reported and investigated. The attached form should be utilized to document the incident with copies provided to the minister and clerk. Information recorded on this form should contain only factual observations and not speculations or interjections. Statements noting that "the person likely slipped on the ice" should be avoided. A better way to document this is "there was ice in the parking lot", or "the individual stated they slipped on the ice".

All incidents must be reported in a reasonable time to our insurance provider. Reasonable would typically be within thirty days of the incident.

All documentation associated with incidents shall be secured and maintained on file in the church office.

Notes:

Forest Hills Presbyterian Church - INCIDENT INVESTIGATION FORM

Incident Date & Time:				
Report Prepared By:				
Incident Location:				
Type of Incident:	<input type="checkbox"/> Property Damage <input type="checkbox"/> Accident/Injury <input type="checkbox"/> Personnel/Harassment <input type="checkbox"/> Other			
Names of persons involved in incident:				
Witnesses:	Name:		Name:	
	Address:		Address:	
	Phone:		Phone:	
Detailed Incident Information: (Use additional pages as required. Attach appropriate supporting pictures, documents and statements)				
Injury Information: (if injuries are involved)	Patient Name:			
Initial Treatment Location:	<input type="checkbox"/> No treatment involved	<input type="checkbox"/> Urgent Care / Emergicare facility		
	<input type="checkbox"/> Hospital	Hospital Name:		
Treatment Date:				
Describe Injury/Illness:				