Unitarian Church of Lincoln Incident Reporting Procedure

July 2019

In the interest of safety, for people using the Unitarian Church of Lincoln, we ask two things:

1. Document each safety incident in writing.
2. Report the incident to the Minister, Administrative Director, or the President of the Board.

Write out a narrative of the incident, giving your name, the names of others involved, and the names of those who witnessed the incident. Give the date, time, location, and description of what happened. Describe what action was taken. Answer the question, "Is further follow-up needed?"

Helpful resources are the Church Mutual claim forms for property loss report, accident report, automobile accident report, Nebraska Workers' Compensation Court First Report of Alleged Occupational Injury or Illness.

The Safety Response Team will review all incident reports. They are filed in the locked cabinet in the minister's office.