Incident Report

Record the facts of an injury or property damage incident

Complete as soon as possible after any injury or property damage incident. **Keep the original at the church** and send a copy to GuideOne with your claim report and to GNJUMC@bowerins.com. **Do not admit fault on this form.** Report claims to GuideOne at (888) 748-4326.

Church and incident

Church name

GNJ ID #

Date of incident

Time

Exact location (building, room, parking lot...)

Person completing report

Phone

Email

Person(s) involved

Name

Address

Phone

Age

Second person involved (name / phone), if any

Relationship to church

- ☐ Member
- ☐ Visitor
- ☐ Employee
- ☐ Volunteer
- ☐ Outside group
- ☐ Other

Description of injury or damage

Medical treatment given / where taken

What happened

Activity at the time

Description of incident (facts only)

Conditions (weather, lighting, floor surface, etc.)

Police / fire report # (if any)

Witnesses

Name	Address	Phone

Follow-up

Steps taken to prevent a recurrence

Reported to GuideOne? Date

GuideOne claim #

Copied GNJUMC@bowerins.com? Date