



## INCIDENT REPORTING POLICIES AND PROCEDURES

### First Baptist Church of District Heights

The incident report form and supplemental form are established by the Operation Department of the First Baptist Church of District Heights (FBCDH).

**Purpose:** To report all incidents involving First Baptist Church of District Heights and to track all actions involving the incident.

#### **A. Incident Report Form:**

- a. The form is to be used to report all accidents, injuries, medical situations, or children and youth behavior or sexual misconduct incidents.
- b. The form may be used for reporting any incidents deemed necessary by the Pastor, any senior staff, department or ministry head, or coordinator.
- c. The form should be completed within 48 hours of the incident and submitted to the Church Clerk. Any incidents involving a crime or traffic incident to include any sexual misconduct involving a child or youth should be reported directly to the Senior Minister of Operations immediately.
- d. All incidents will be documented in the church official record and tracked to ensure any corrective actions.
- e. The church will provide an incident control number in the following format: YYYYMMDDNNN. YYYY is a four numeric digit to represent the year the incident occurred, MM is a two numeric digit to represent the month the incident occurred, DD is a two numeric digit to represent the day the incident occurred and NNN is a three numeric digit provided by the church.

#### **B. Additional Information Form:**

- a. The form is to be used to include additional information required by the Incident Report Form that describes in detail the incident and lists all individuals involved or witnessed the incident.
- b. The church will annotate the Incident Control Number on all additional information forms.

#### **C. Ministry Staff Incident Follow-up Form:**

- a. The form will be provided to the staff who reported the incident and should be completed within 7 days unless additional time is agreed upon by the Pastor or Senior Minister of Operations.
- b. The church will annotate the Incident Report Number on the Ministry Staff Incident Follow-up Form.

- D. Incident Tracking Form** will be used by the Pastor, Senior Minister of Operation or Church Clerk to track all actions taken either by staff, ministry or department head, ministry or department coordinator, senior staff or any parties involved.