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| --- |
| **General Information** |
|  Date of report:       /       /      |  Ministry:      |
| **Person Preparing Report** |
|  Name:      | Position:      |
|  Address:      |
|  Phone Number: (       )       -      |  Email:      |
| **Incident Information** |
|  Name of injured person:      |  Birth date/age:      |
|  Date of Incident:       /       /      |  Time of Incident:       |  Location of Incident:      |
|  Name of Leader:      |  Phone Number: (      )       -      |
|  Name of Witness:       |  Phone Number: (     )       -      |
|  Name of Witness:      |  Phone Number: (      )       -      |
|  Describe the incident:       |
|  | Front | Back |  Describe the Injury:  |
|  Indicate where injury is on body. |  |       |
|  Were paramedics necessary? [ ]  Yes [ ]  No If so, were paramedics called? [ ]  Yes [ ]  No If a minor, were guardians notified? [ ]  Yes [ ]  No |  Signature of person preparing report: X \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

**Injury Report**

**Property Damage Report**

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| **General Information** |
| Date of report:      | Ministry:      |
| **Person Preparing Report** |
| Name:      | Position:      |
| Address      |
| Phone Number: (      )      -      | Email:      |
| **Incident Information** |
| Name of person who’s property was damaged:      |
| Phone Number: (     )       -      | Email:      |
| Date of Incident:       /      /      | Time of Incident:      |
| Location of Incident:      | Damaged by:      |
| Damaged Item:       | Approx. Cost: $      |
| Describe incident and type of damage: |
|       |
| Was the person who’s property was damaged present at time of incident? [ ]  Yes [ ]  NoIf not present, were they informed of damage? [ ]  Yes [ ]  No |  Signature of person preparing report: X \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

\*If possible, please provide photo(s) of damaged item.