

## **Incident Reporting Procedures for Employees, Volunteers, Congregants and Visitors**

1. Immediately contact the Business Manager or another UUCA staff person. Do not assume that someone else will follow through with reporting needs. Do not admit liability for anything that happened or assume that the UUCA or anyone else is responsible for the accident or damage. What happened will be sorted out through the accident reporting and investigation process.
2. The supervisor or employee should cause the following to be completed:
  - a. Obtain the names, addresses, and phone numbers (work and home) of any witnesses, Interview the witnesses and prepare a report including statements from the witnesses. The report should include any suggestions to prevent a similar accident or incident from occurring in the future.
  - b. If possible, take photographs of the property damage or defect to UUCA property. A sufficient number of photos should be taken to fully describe the damage to a person who has not been at the scene.
3. Prepare a report of the incident with all necessary information. The reports should be prepared to reflect the seriousness of the incident. (See the UUCA Incident Report form)