



PGMBC

# Incident/Accident Report Form

1. Report any incident/accident to the Trustee Ministry and Business Office at (770) 428-3681
2. Follow up by immediately completing and returning this form to the Business Office by:  
Fax (770) 428-2989 or email: rlequay@pleasantgrovechurch.org

**PLEASE PRINT CLEARLY**

Name of Injured Person:		Male: <input type="radio"/>	Female: <input type="radio"/>
If Child, Name of Adult Contact & Relationship:		Adult: <input type="radio"/>	Child: <input type="radio"/>
Address:			
Contact Information:	Home:	Cell:	Work:
	Fax:	E-Mail:	
<b>INFORMATION ON INCIDENT/ACCIDENT</b>			
Date of Incident/Accident:		Time: _____ AM <input type="radio"/> PM <input type="radio"/>	
Location of Incident/Accident (e.g. Room #):			
Describe The Nature of Injury or Property Damage:			
Description of Incident/Accident: (Complete on a separate sheet of paper if required)			
Complete if Applicable:	Name of Doctor Consulted:	Phone:	
Complete if Applicable:	Name and Address of Hospital or Clinic:	Phone:	
<b>COMPLETE ONLY IF THIS INCIDENT/ACCIDENT WAS REPORTED TO THE POLICE</b>			
Police Station Name & Number:			
Police Station Address:			
Name & Phone Number of Officer in Charge:			

Signature of Injured Person: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of authorized PGMBC Representative \_\_\_\_\_ Date: \_\_\_\_\_