**Procedure**

When an incident and/or injury occurs, prompt action and discernment is often required.

**When to fill out a report:**

*The list below is NOT comprehensive and is only meant to serve as examples.*

1. If there is blood, choking, seizures,vomiting, falling, broken bones, etc.
2. If there is inappropriate behavior or accusations being made about such behavior.
3. If there is an accident of any kind resulting in injury on church property or at a church sanctioned event.

**The following procedure should be followed in order as much as possible:**

1. Call 911 if injury or incident is life threatening.
2. Contact the staff member in charge and/or a representative from Life Safety.
   * Life Safety team members are trained to assess the situation and will make a call to 911or police, if necessary.
3. If person involved is a minor, notify their parent/guardian as soon a possible.
4. Fill out the incident/injury report thoroughly and obtain the necessary signatures.
5. Turn the report in to HR within 24-hours.
6. The HR Department will follow up with the person and their family, if necessary.

If you or the person involved has any questions, please email [HR@newlifechurch.org](mailto:HR@newlifechurch.org).