



Disciples' Kitchen/Second Presbyterian Church

Safety/Security Incident Report

Purpose of Report: This report shall be used to document any issues or incidents that compromise the safety of any Disciples' Kitchen Team Member, staff, personnel, monitors of the Second Presbyterian Church, or the clients. This report shall also be used to document any serious violations of established operational or behavioral policy, incidents of vandalism, malicious acts, security threats or endangerment to property or equipment.

Submission of Report: This report shall be completed and submitted with one copy to the Disciples' Kitchen Advisory Board Chairperson and one copy to the Clerk of the Second Presbyterian Session. It is the responsibility and judgment of either the monitor on duty, or the leader of the serving team to see that a report is submitted for any such activity that would warrant a documented response.

Submitted by: _____ **Date:** _____

Monitor [] **Team Leader** [] **Other** _____ **Organization** _____

Contact Information _____

If Emergency Services were involved list Officers, Attendants, Badge or Report Numbers:

Police [] **Fire** [] **EMT** [] **Ins. Co** _____ **Other** _____

Nature and Details of Incident or Issue (use back if necessary):

