



CHRIST THE KING

INCIDENT / CONCERN REPORT

If you find yourself in an emergent situation, please **call 911 if it is life threatening** and document as much as possible after the event has been resolved.

If the situation is **non-life threatening, but is emergent** (cannot wait until the next business day), please contact our parish office during business hours at 785-273-0710 or after business hours at 785-357-8009.

In the event that you identify an item that poses a safety and/or security risk to the campus, we ask that you provide the details to us so we can take any necessary corrective action and remedy the item.

In the event you are a witness to or a party to any incident on the campus, we ask that you complete the following form, along with details and additional information from others involved. If you are the leader of an event and an incident has taken place on our campus during that event, we ask that you take the lead and collect as much information as possible and submit this form to our parish office ASAP.

You can email this information to parishoffice@ctktopeka.org or drop written forms off at the parish office. If the parish office is not open, please leave it in the mail slot of the office.

Please do not wait to provide this report to us to ensure we are able to promptly take action, and make the campus safe and secure for everyone. We also appreciate your providing details should there be any incident on our campus for purposes of insurance, liability, and or legal action we may need to take.

Thank you in advance for your cooperation and allowing us to serve our faith community better.

Christ the King Staff



CHRIST THE KING

INCIDENT / CONCERN REPORT

Today's Date: _____

Incident / Identification Date: _____

Your contact information:

Name: _____

Organization: _____

Home Phone: _____

Cell Phone: _____

Email: _____

Best way to contact you: _____

Purpose for report: Concern ONLY Injury Theft Disruption Vandalism Threat

Suspicious Activity Other, please specify: _____

Description: _____

Were any other people involved? **Yes / No** If yes, please provide information below. If more than two additional people are involved, please use continuation sheets to provide all details.

PERSON A

Victim Witness Suspect Other, please specify: _____

Name: _____

Best way to contact: _____

Address: _____

Email: _____

Home Phone: _____

Cell Phone: _____

PERSON B

Victim Witness Suspect Other, please specify: _____

Name: _____

Best way to contact: _____

Address: _____

Email: _____

Home Phone: _____

Cell Phone: _____

INCIDENT / CONCERN REPORT STATEMENTS

Please complete the following information related to the incident being reported. If more than yourself were involved, please collect information and statements from all persons involved.

Reporting contact statement of events: _____

Signature _____ Date Signed: _____

Person A statement of events: _____

Signature _____ Date Signed: _____

Person B statement of events: _____

Signature _____ Date Signed: _____

FOR OFFICE USE ONLY

Staff member		Report #	
Review date		Other case #	
Other Details			

INCIDENT / CONCERN REPORT

CONTINUATION OF PERSONS INVOLVED

PERSON C

Victim Witness Suspect Other, please specify: _____

Name: _____ Best way to contact: _____

Address: _____ Email: _____

Home Phone: _____ Cell Phone: _____

PERSON D

Victim Witness Suspect Other, please specify: _____

Name: _____ Best way to contact: _____

Address: _____ Email: _____

Home Phone: _____ Cell Phone: _____

PERSON E

Victim Witness Suspect Other, please specify: _____

Name: _____ Best way to contact: _____

Address: _____ Email: _____

Home Phone: _____ Cell Phone: _____

PERSON F

Victim Witness Suspect Other, please specify: _____

Name: _____ Best way to contact: _____

Address: _____ Email: _____

Home Phone: _____ Cell Phone: _____

INCIDENT / CONCERN REPORT STATEMENTS

CONTINUATION OF PERSONS INVOLVED

PERSON C statement of events: _____

Signature _____

Date Signed: _____

Person D statement of events: _____

Signature _____

Date Signed: _____

Person E statement of events: _____

Signature _____

Date Signed: _____

Person F statement of events: _____

Signature _____

Date Signed: _____