St. Joseph-on-Carrollton Manor
INCIDENT REPORT (rev. 11/12/14)

For an emergency, call 911 immediately.

Address – 5843 Manor Woods Road, Frederick, 21703 <> Phone number – 301-663-0907

First aid kits locations listed on reverse>>>

Please print legibly—

Date AND time of incident:		Date of report: (write "same" if applicable)	
Name of person reporting		Phone number of person reporting	

Injury or Illness *(To report a **Facilities Problem or Property Damage**, please turn over)*

Injured/ill person: Name:		
Phone number(s):		
Mailing address:		
Specific location of incident:		
Nature of the injury or illness		
Describe the Incident: (State what the individual was doing and all circumstances leading up to the incident. Try to reconstruct the chain of events leading up to the incident/injury. Be specific.):		
Were paramedics called? Y / N / NA	Did affected person accept OR refuse medical treatment from paramedics?	
Action taken by parish representative(s):		
Names and phone numbers of witness(es):		

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Facilities Problem or Property Damage *(To report **Injury or Illness**, please turn over)*

Specific location of incident:
Describe the problem, in as much detail as possible:
Action taken by parish representative(s):
Names and phone numbers of people involved:

NOTE: List of parish facilities vendors is posted on left side of mailbox cabinet.

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First Aid Kits – Locations:

Historic Church: In sacristy on top of refrigerator.

Church:

- In work sacristy in the upper cabinet to the left of the sink as marked.
- Loft: Storage room 1
- Narthex: In the credenza, drawer 2

Parish Center:

- Kitchen: Two plastic bins labeled "First Aid Kit"
  - On the shelf above steel dishwashing sinks
  - Between the hand washing sink and microwave (located on counter below cabinets)
- Workrooms: Inside cabinets marked with a red cross.
- Bathrooms: On top shelf of baby changing tables.
- Meeting rooms:
  - Ss. Matthew & Mark: In wood cabinets as marked
  - Ss. Luke & John: On television carts

To report Injury or Illness, please turn over.