This procedure is intended to provide volunteers with the steps that need to be taken in the event of:

- A personal injury, volunteer or client, which takes place on SVdP property or in conjunction with performing services for SVdP.
- An accident involving a SVdP owned vehicle resulting in personal injury and/or property damage.
- A non-vehicle accident resulting in property damage caused by actions of a SVdP volunteer performing services.

Vehicle related situations are reported using the Vehicle Accident Report form included in each vehicle. Non-Vehicle related accidents are reported using the Incident Report included below.

In the event of an accident involving personal injury or property damage, please do the following:

- Verbally report the incident immediately to the SVdP volunteer who is supervising the activity.
- Supervisors receiving the incident notification (accident involving personal injury or property damage not involving an SVdP vehicle) should:
  o Assist in seeking medical assistance if appropriate.
  o Discuss the incident details with the volunteer(s) involved.
  o Advise the volunteer to complete an incident report
- Completed Incident should be reviewed by the SVdP supervisor to assure the report is properly completed and the facts describing the incident are consistent with the supervisors understanding.
- Competed reports should be given/mailed to the Council President within 24 hours of the incident.
- If immediate insurance assistance is needed please call the Jackson Insurance Agency at 800-878-3730 or the SVdP Insurance Coordinator at 317-679-6572.
# Incident Report

**Indianapolis Society of St Vincent dePaul**

<table>
<thead>
<tr>
<th><strong>Check Any Applicable</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Injury</td>
</tr>
<tr>
<td>Warning</td>
</tr>
<tr>
<td>Suspension</td>
</tr>
<tr>
<td>Banned</td>
</tr>
</tbody>
</table>

## Date: 

## Time: 

### Subjects Name:

### Address:

### Telephone#

### Witness Name:

### Address:

### Telephone#

### Describe What Happened:

### Action Taken:

### Additional Information:

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**SVdP Volunteer Completing Form:**

**Telephone#**

**Volunteer email Address**

**Distribution of Copies:** Pantry/Warehouse Manager and SVdP Council President

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*Form updated June 2019*

*Incident Report 2019*