

GENERAL ACCIDENT AND INCIDENT REPORT FORM

This **ACCIDENT AND INCIDENT REPORT** is provided to report accidents, injuries, medical situations, criminal activities, traffic incidents, or behavioral incidents directly to Risk Management at the Diocese in lieu of reporting it directly to insurance. Incidents reported may be submitted to insurance by the Diocese after review. If the insured entity already believes a claim is covered by insurance, they may submit that claim directly using the pertinent form on the Online Documents Library.¹ If possible, a report should be completed within twenty-four (24) hours of the event.

To submit the form or ask any questions about the incident or this report, please contact Dcn. Harrison Garlick at dcn.harrison.garlick@dioceseoftulsa.org.

Date and Time

* Incident Date

Location

* Location name

Phone Number

Submitter Information

Name

Title

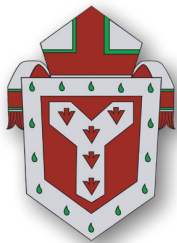
Email Address

Phone Number

Incident Information

* Detailed
Description of
Incident (Limit
description field
250 characters)

¹ <https://www.dioceseoftulsa.org/legal-documents>



DIOCESE of TULSA
and Eastern Oklahoma

12300 E. 91st St. South, Broken Arrow, OK 74012

P.O. Box 690240, Tulsa, OK 74169-0240

Witnesses *(Only if any Witnesses) – use separate sheet if needed.*

First Name		Last Name	
Home Phone		Work Phone	

Location of Incident *(type SAME, if same as reporting location)*

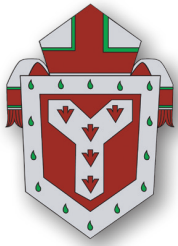
Location Name			
Street Address			
City			ZIP

Involved Parties – *use separate sheet if needed.*

*First Name		Middle Initial	
*Last Name			
Phone Number			
Street Address			
City			ZIP
Birth Date		Date of Death (if applicable)	
Marital Status		Gender	
Relationship to Client (employee, spouse, self, customer, unknown, other)			

Medical Provider *(Only if medical treatment rendered)*

Hospital/Clinic Name			
Street Address			
City			ZIP
Phone Number			



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Doctor Name

Street Address

City

ZIP

Phone Number

Contact Information

*First and
Last Name

*Phone

Notes/Additional Comments *(ie, if this is for report only)*

Additional
Remarks

Revised January 13, 2023 • Office of the Chancellor