

Incident Report Form

Covington School PTO, Inc., 9130 S. 52nd Ave., Oak Lawn, IL 60453

NAME OF EVENT _____

PLACE OF INCIDENT _____

TYPE OF EVENT _____

DATE AND TIME OF INCIDENT _____

NARRATIVE DESCRIPTION OF HOW INCIDENT OCCURRED

IF PERSONAL INJURY WAS SUSTAINED, WAS TREATMENT RENDERED AT SCENE?

WERE AUTHORITIES INVOLVED i.e.: POLICE, EMT, AMBULANCE? _____

IS THERE ANY HOSPITAL REPORT? (ATTACH REPORT IF AVAILABLE)

WAS THE INJURY DUE TO ANY ACT OR NEGLIGENCE OF PTO? _____

PLEASE EXPLAIN _____

WHAT WAS THE INJURED PARTY'S DUTIES IN THE ACTIVITY (IF ANY)? _____

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WHAT WERE THE INTIAL STEPS TAKEN TO MITIGATE THE LOSS OR INJURY?

DESCRIBE THE TYPE OF DAMAGE TO *PERSONAL PROPERTY* or *SCHOOL PROPERTY* DURING THIS INCIDENT.

WHAT IS THE ESTIMATED AMOUNT OF THE LOSS TO *PERSONAL PROPERTY* or *SCHOOL PROPERTY* DURING THIS INCIDENT?

PTO CONTACT PERSON (PERSON IN CHARGE)

NAME _____

ADDRESS _____

CITY, STATE, ZIP _____

HOME PHONE # _____ WORK # _____

IF INCIDENT INVOLVED A CONCESSIONAIRE OR VENDOR

COMPANY NAME _____

ADDRESS _____

CITY, STATE ZIP _____

PHONE # _____

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PERSON PREPARING THIS REPORT

NAME _____

ADDRESS _____

CITY, STATE, ZIP _____

HOME PHONE # _____ WORK # _____

WITNESS (USE ADDITIONAL PAPER IF MORE WITNESSES)

NAME _____

ADDRESS _____

CITY, STATE, ZIP _____

HOME PHONE # _____ WORK # _____

Please note any additional information you feel is important. Use additional paper if necessary.

Any person who, with intent to defraud or knowing that he/she is facilitating a fraud against an insurer, submits an application or files a claim containing a false or deceptive or deceptive statement is guilty of insurance fraud.

THIS IS A CONFIDENTIAL DOCUMENT USED FOR INSURANCE INVESTIGATIVE PURPOSES.

Send one copy of this form to the Covington School office, one copy to the insurance carrier and one copy to Covington PTO Treasurer. Keep one copy in your file with copies of any other documents.

Insurance Carrier: Philadelphia Insurance Company

Policy # **PHPK885827**

Policy Effective Date: 11/20/2012 Policy Expiration Date: 11/20/2014