

St. Luke's Emergency Procedures

Damage, breakage, accidents, or illness of any kind are to be reported to the church office staff or a Church Trustee immediately. Damages or necessary cleaning fees will be assessed at the Trustees discretion.

Any bodily injury incurred is to be reported to the church office staff or a Church Trustee immediately after attending to the injury.

During normal church office hours, contact the office, report the incident, and fill out a St. Luke's Incident Report. After hours, fill out a St. Luke's Incident Report and leave it in front of the office. (Incident reports are also located in the Trustees folder in the drawers by the front office.) For emergencies occurring outside of normal church hours, contact one of the following:

Senior Minister:	Janet Forbes	Home	(303) 470-1379
		Cell	(303) 241-9312
Trustees / Former Trustees:	Ken Fong		(720) 253-6569
	Tim Boles		(303) 791-9643
	Dave Rhodes		(303) 791-1443
Facilities Manager	Barry Curtis		(303) 550-3056
Poison Control	(303) 739-1123		
Fire / Police emergency	911		
Public Assistance non-emergency	(303) 660-7500		

St. Luke's Incident Report

Use for reporting any bodily injury, property damage, breakage, other accidents, or illness of any kind.

Your Name: _____ Date of report: _____

Your phone number: _____

Your group or activity: _____

Nature of bodily injury, property damage, breakage, other accident, or illness: _____

Location in church, date, and time where incident occurred: _____

Efforts made to address problem: _____

Turn this form in to the office, for distribution to the Senior Minister and Trustees.