

Raymond T Ward Outreach Trailer Operation and Procedure Manual



A merry heart doeth good like a medicine Proverbs 17:22^a

*A joint ministry sponsored by the churches of the
Baptist Association in honor of former interim DOM
Raymond T Ward*



The Block Party- Events Trailer is an evangelistic/mission tool, providing the basic resources needed to conduct special fellowships, outreach, or VBS events in any community within the Blackford Breckinridge Baptist Association. The Association provides this trailer as a tool to help churches maximize their outreach budget and help churches that otherwise would not have the resources to conduct a special event of this magnitude. We also want to help churches know how to reach lost people through the use of this tool. The usage fee is to help offset the cost of maintaining the trailer and the items within. It is estimated the contents would rent for approximately \$1,500/day if rented individually.

These instructions explain how to set up, use and return each component in the trailer, so that it is ready for the next church to checkout. This guide is provided to all persons who review the material or watch the online training video- (<https://www.youtube.com/watch?v=lc6WSqAejaw>) Every church must have a trained person present to oversee the unloading, use, and repacking of the trailer, to ensure proper procedures.

To reserve the trailer - call the association office – 270-788-324, the office will email you a reservation form or you may download a form from our webpage – www.bbbassoc.net.

Trailer contents

Combo Bounce and Slide	3 Blowers
Three Sports Combo Game + 3 balls	3 Tarps
Giant Snooker/balls + 16 Balls	2 Generators
Corn Hole Games (2) + 16 bags	3 Extension Cords
Ladder Ball (1) + ? + Balls	Hand Truck
Giant Jenga	Cleaners
Washers	15 Safety Cones
Hot Dog Machine	Vacuum
Popcorn Popper	First Aid Kit
Sno Cone Machine	3 signs
GFI Power Strip	Hammer

Responsibility Check List

- _____ A Certificate of Liability Insurance MUST be sent to the office for the reservation to be confirmed.
- _____ Application for Use of Outreach Trailer MUST be sent to office.
- _____ Driver forms must be filled out and brought to office, along with a copy of driver's license, when picking up trailer.
- _____ Legal Release and Requirement form MUST be sent to office before the reservation is confirmed.

Towing Trailer Checklist:

- _____ Connect lights/check lights
- _____ Attach chains to bumper
- _____ Raise support to highest closed position
- _____ The person towing the trailer must be capable of towing with a required 2 5/16 " ball and a seven pin round light connector

Parking Trailer Check List

- _____ Unlock ball hitch lock. Place key in a secure place
- _____ Detach chains from bumper
- _____ Disconnect lights
- _____ Lower jack support to hold up trailer tongue
- _____ Insert ball hitch lock

- _____ Make certain all items are clean
- _____ Make Certain all items are dry
- _____ Return items to proper storage area
- _____ Secure all straps and cords
- _____ Reconnect lights
- _____ Attach Chains
- _____ Raise jack support to highest position
- _____ Return to site, relock hitch

USAGE POLICY

1. The Outreach Trailer is reserved for use by churches, missions and partner organizations of Blackford Breckinridge Baptist Association.
2. The Trailer may not be taken outside of the association area.
3. The Trailer may not be reserved for multiple events without approval of the association office. This will insure opportunity of use by all of the churches. Nor can it be reserved by one church for use by another church.
4. Priority reservations are given to member churches that assisted financially in the Raymond T Ward Campaign and are using the trailer for a church-wide and/or community outreach. **Churches must reserve the trailer at least two weeks in advance. To reserve the trailer, contact the office - 270.788.3241.**
5. Make certain all contents are clean, dry and ready for the next church to use. Under NO Circumstances shall the inflatables be store back on the trailer damp.
6. All forms MUST be filled out and turned into the Association upon completion of event. We are inspected regularly by the Kentucky Department of Agriculture, Division of Regulations and Inspection. FAILURE TO COMPLETE FROMS MAY RESULT IN A FINE. CHURCHES ARE RESPONSIBLE FOR THE FINE IF FORMS ARE NOT COMPLETED AND SIGNED
7. Two checks must be received from the church using the trailer. 1) \$200.00 check for security deposit and a 2) \$200 check for the use, insurance and upkeep of the trailer. The Application must also be received to guarantee a reservation date. If the trailer is returned clean, loaded properly, and with no damages, and the inspection check list is returned, the security deposit check will be returned to the church. Churches having given \$500 or more to the Raymond T. Ward Campaign will have their usage fee waived for the agreed amount time. However, you are still responsible for security deposit in case of damage.
8. The church using the trailer is required to pick it up. Please make certain the person has some experience with towing a trailer. The vehicle pulling the trailer must be equipped with a 2 5/16" ball and a seven pin round light connector

The Outreach Trailer was a group effort, please honor this effort by following the usage policy and cleaning the items as instructed. If something breaks, please be responsible and report it promptly, and cover the cost of repair.

Application for Use of Outreach Trailer

Host Church: _____
Date(s) of Event: _____
Contact Pastor/Church Representative: _____
Phone: _____ (home) _____ (cell)
Contact's Email: _____

____ Church Must Furnish a copy of their Certificate of Liability from their insurance company with this form.

(Please note: We must have an email & cell phone to correspond with a borrowing church.) The State of Kentucky requires some degree of training before persons can use the inflatables on the Outreach Trailers. At least one trained person must be with the inflatables at all times. It is mandatory that at least 2 people (over the age of 18) from each church review the materials.)

Any damage to the trailer or liability incurred during the use of the trailer is the responsible of the church using the trailer. The Blackford Breckinridge Baptist Association assumes no liability for injuries or damage due to the use of the trailer and contents.

Signature of Pastor or RESPONSIBLE CHURCH DEACON/TRUSTEE on behalf of the church to assume responsibility for use of trailer	
Name: _____	Email: _____
Home Phone: _____	Cell Phone: _____
Name: _____	Email: _____
Home Phone: _____	Cell Phone: _____

Please list the name(s) of the driver that will pick up and return the Outreach Trailer for your event:

Full Name: _____

Full Name: _____

A driver information page must be completed for anyone pulling the trailer.

Driver Information

This form must be completed by all drivers, drivers must be over 18.

Church * _____

Print Name on Driver's DL * _____

DL Number * _____

DL Expiration Date * _____

Name of Insurance Company * _____

Policy Number * _____

Expiration Date *

Phone Number * _____

Today's Date * _____

Your signature indicates that the information given is true and accurate. Your signature also indicates that you agree to the following:

I will provide a copy of my insurance card and driver's license. I will return the outreach trailer by the deadline. I will contact The Baptist Association in the case of a problem or delay. I have read and understand the driver information on this form. I will be sure that all doors on the trailer AND the hitch are locked.

Signature of Driver * _____

The church may want to have more than one driver to have a backup in case of an emergency or illness. Some churches have one person to pick up the trailer and one person to return the trailer.

The outreach trailer must be returned by the date and time set by the association staff. All pick-ups and returns must be between Monday and Thursday 9 AM- 3PM. Returning the trailer later than the set date and time may hinder the ministry of another church. Deposit could be forfeited if trailer is late.

Driver must be familiar with pulling trailers. They will need a 2 5/16 ball hitch and a round 7pin connector.

Legal Release and Requirements

Understand and acknowledge that the activity to be engaged in through our use of the outreach trailer and its components brings both known and unanticipated risks to myself, the operators, volunteers, and participants. Those risks include, but are not limited to falling, slipping, crashing, colliding, cuts, burns, etc. and could result in injury, illness, emotional distress, death, and/or property damage to myself, operators, volunteers, or our participants.

Agree to follow all safety rules, will supervisor event participants, and will watch over trailer and contents at all times.

Agree the inflatables will not be put away wet, will be vacuumed and lightly sprayed before packing.

While in your possession, you may not loan the outreach trailer or its components to anyone.

Voluntarily release, indemnify, hold harmless and discharge the Blackford Breckinridge Baptist Association from all liability, claims, demands, actions, or rights of actions, whether personal to me or to a third party which are related to, arise out of, or are in any way connected with our use of the outreach trailer and its components, including those allegedly attributable to negligent acts or omissions.

Understand that the safety of the children and all participants depends on me. My personal supervision is absolutely required. As the borrower of the outreach trailer, the safety of all operators, volunteers, and participants is my responsibility.

Understand that the association strongly encourages churches to do background checks on all persons involved with the event when using the outreach trailer. This is an important responsibility of the sponsoring church to insure the safety of children and youth.

Understand that the event onsite supervisor(s) must be trained by the Associational Staff or on-line training and must be at the event at all times. You may watch an online video on set up here: <https://www.youtube.com/watch?v=lc6WSqAejaw>. We strongly recommend that each event have a minimum of TWO onsite leaders.

Agree to observe all safety precautions.

Understand the cost of replacing inflatables is \$4,000 each and agree to pay the association should they be rendered unusable or not returned.

Check the box below and write your signature below after reading this entire document.

[] I acknowledge and certify, with my signature below, that I have had sufficient opportunity to thoroughly read this document, that I understand its content and that I execute it freely, intelligently, without duress of any kind, that I am authorized as a leader in my church to make such agreement, and agree to be bound by its terms.

Church _____

Church Representative: _____ (print)

Signature: _____ Date: _____

INFLATABLE DEVICES

Guarantee of Compliance

- I have read and will comply with ALL rules and regulations stated in this manual**
- I will complete and return ALL forms in a timely fashion.**
- If I do not follow ALL rules and regulations stated in this manual, and it results in a fine from the State of Kentucky, I will be responsible to pay said fine.**

Name _____

Address _____

Phone _____ **Cell** _____

Church _____

Address _____

Phone _____

Date _____

Installation and Set-up

Please make sure that the inflatable is operated by trained operator(s), a trained operator is one that has been instructed in the safe operation of a particular inflation device and has completely read all instructions provided.

See online Set up video here: <https://www.youtube.com/watch?v=Ic6WSqAejaw>

Tie Downs

1. All air supported devices shall be anchored per manufacturers requirements.
2. All ground stakes/anchors shall be of sufficient depth to prevent movement of the device at the maximum allowed operational wind speed.
3. No more than two tie down ropes shall be attached to any one tie down stake/anchor.
4. All tie down ropes/straps attached to the device must be used.
5. Ropes, tethers and tie downs shall be sufficiently strong enough to prevent breakage.

Survey the site you plan to install

1. Verify the (inflated size) will not interfere with power lines or other overhead obstructions.
2. Make certain site is clear of debris and includes sharp objects, sticks, stones, etc
3. Verify, before deciding on location, that driving stakes into the ground will not create a shock hazard by violating utility lines such as gas or power in staking area. Contact your local utility company for information if you are not sure.

Ground Tarp

1. Lay out ground tarp in the area you have chosen for installation. Tarp should be left on the ground during entire time inflatable is installed, roll Inflatable onto the tarp, and decide the direction of the entrance into the inflatable. Face inflatable with a slide away from direct sun. facing your inflatable with slide towards the north or northeast will keep the unit cooler.
2. Unroll the inflatable to locate the front or back. Locate the blower tubers on rolled inflatable for location of front or back. Point the inflatable in the direction you have chosen for your set-up.

Locate Zippers and close them, seal flap over zippers completely as to make sure air is sealed.

Blowers

1. Each device has only one blower.
2. Each blower is the proper horse power to properly maintain inflation of the device. All blowers, extension cords, electrical boxes shall meet the requirements of the most current National Electrical Code.
3. *All blowers shall have a Ground Fault Interrupters (GFI) in the circuit and require 20 amp service*
4. If using a generator keep generator 15 feet from blower system. Exhaust fumes can cause carbon monoxide poisoning inside inflatable.
5. Follow all instructions listed on the generator, such as grounding instructions. Ensure the electric cord is tied to the generator, so it will not pullout by accident.

Connecting Blower.

1. Pull the blower tube over the neck of the blower.
2. Pull the webbing around the blower and pass it through the buckle 3) Make sure the webbing is tight around the blower Do not turn on the blower.

Using extension Cords.

Locate Tethers / Laying out Tethers Each inflatable system has a series of bottom or bottom and top tethers.

At this time, you should have the inflatable laid out before you with tethers pulled straight.

Pull out tethers from inflatable to find out where the stakes should go

Locate your anchors so that the top tethers will be at a 50-degree vertical angle (Approximate 7' – 12' from inflatable (Except for Slides)

Anchoring / Stakes

Place anchors tip inside the D-Ring Pull bottom tether so it's tight. Pound stakes into ground approximately 70% down Place safety cone near stake. Do not turn on the blower.

Do not use these inflatables on blacktop or concrete.

Before inflating

If winds exceeding 20 MPH do not inflate.

If winds exceed 10 MPH but below 20 mph, secure top tethers by Shortening any play in tether lines.

Inflate

Place the blower so it can't accidentally be unplugged, causing the inflatable to collapse.



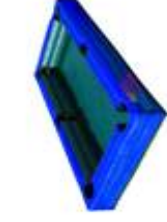
Turn on the blower. Inflate inflatable and secure stake.

Guide the unit up. For Slides making sure tether lines are not restricting inflation.

After inflatable is completely inflated, straighten blower tubes as they may have become kinked during inflation.

Daily Pre-Opening Inspection

Church Name _____ Date _____ Person Inspecting _____

<p align="center">Please initial below each pic</p>			
<p>Check ride and surrounding area for debris or anything that might puncture the ride</p>			
<p>Check inlet tubes to make sure blowers are securely attached & all zippers or outlet tubes are closed</p>			
<p>Check all stakes, tie downs, clips or ropes. Safety Cones are placed near or on all stakes</p>			
<p>Check electrical cords for defects and proper connections</p>			
<p>Check blower for guards and shields</p>			
<p>Turn on blowers, when ride is fully inflated, check outside of ride for rips, tears, signs of aging or checking</p>			
<p>Check inside for moisture, ribs, tears, or debris</p>			
<p>Check to make sure that the warning sign is in good condition and clearly legible and visible to rides.</p>			

This is a requirement of the KY Dept. of Agriculture, Division of Regulation & Inspection. Failure to complete form may result in a fine.

After the Event Inflatable Take Down

- A. Inspecting the unit for damages.
- B. Using a mini vac, to vacuum inside of the inflatable after every use.
- C. Using Simple green, spray and wipe with a terry towel to clean any dirt from inside the jumping of the unit.
- D. Spray Odoban inside the inflatable around the seam line and surfaces to disinfect the unit and wipe off rapidly. Never soak the inflatable as mildew may form and therefore voiding the warranty!

Do not pack up inflatable when wet! Moisture can cause mildew and that can cause the vinyl fabric to breakdown, and voiding warranty!

Each unit should be completely dry inside and out before you place inflatable in trailer. Webbing, straps, threads and netting all tend to stay wet or damp and do not dry as fast as the vinyl itself. The damp/wet material can bleed and discolor the vinyl, cause mold, or mildew, or start to rot and decay.

Bounce House Rules

- 1) Must have tarp underneath, remove all sharp objects before blowing up.**
- 2) Children should be group according to size, maximum number of children @ one time is 8**
- 3) No Shoes**
- 4) No eye glasses**
- 5) No food or drink**
- 6) No face paint**
- 7) No climbing on walls or netting. NO FLIPS**
- 8) Do not use when wet, in rain or high winds**
- 9) Adult Supervision REQUIRED at ALL Times**
- 10) Place warning signs at entrance**
- 11) Do Not put up wet**

INFLATABLE DEVICES

Emergency Procedures

Emergencies can arise for various reasons. The following are a few examples of emergencies and how they can be handled. This is strictly a guide to help you.

Weather:

Bad weather can arrive in the form of rain, lightning, or strong wind. In each case you should evacuate the inflatable as quickly and safely as possible.

- Remain calm! If you panic your patrons may also panic. Stay calm and stay focused on your job, which is to help patron exit the inflatable quickly, but in an orderly fashion.
- After everyone exits the inflatable, follow the specific emergency procedures for shutting it down.

Loss of Electrical Power:

When a loss of power occurs, the inflatable will slowly start to deflate.

- Remain calm! You will have ample time to help the patrons quickly and safely exit.
- Contact the person in charge to check the problem. Do not leave the inflatable unattended.
- When the problem is corrected, a routine inspection should be performed by a qualified person before the inflatable is put back in service.

Injuries:

When an accident occurs, conduct yourself in a professional manner.

- Remain calm! Assist uninjured people from the inflatable.
- Do not move the injured person!
- Contact the person in charge and first aid personnel or other services if required.
- Assist in crowd control to make way for emergency personnel and vehicles.
- Do not discuss the incident with anyone except the person in charge or emergency personnel.
- Fill out an accident report as soon as possible while the incident is still fresh in your mind.
- Every incident, no matter how small, should be reported to the person in charge.

Unrelated Emergencies:

- Situations can arise that are unrelated to your inflatable or patrons.
- Remain calm! Stay focused on your job.
- Do not engage in idle speculation with people around you.
- Inform the person in charge that a situation exists.
- Do not try to handle the situation yourself. Let the people in charge handle the situation.

The main things to remember in any emergency situation are:

- **Stay calm!**
- **Stay focused!**
- **Do your job!**

BLOWER INSTRUCTIONS

APPLICATIONS

The primary application for the Blower is the pressurization of inflatable interactive games and other types of inflatables requiring sustained high air pressure. The blower is constructed to be used in an outdoor environment as well as indoors.

OPERATION

Place the unit in the desired area pointing towards the inflatable. Place the unit on a stable surface. Attach the inflation tube around the exhaust opening by means of a strap, bungee cord, or other device. Cinch the strap tightly, being sure it has gripped the blower behind the raised portion of the exhaust, to assure the inflation tube is correctly and solidly attached. Plug the cord into a grounded outlet or extension cord that has been grounded through a GFI. Turn on the single speed switch.

SAFETY INFORMATION

1. Do not use in standing water. Even though the blower may be described as weather resistant, do not run blower when there is a chance of getting motor and wiring wet or damp.
2. If unit gets wet, and water is inside blower, tip unit to drain water out of drain holes. Once water is drained, allow blower to dry thoroughly before resuming operation.
3. Keep children away from blower while plugged in and/or in operation.
4. Ensure that the power source is sufficient for the power requirements of the blower.
5. Do not look into the discharge outlet of the blower. Foreign objects may become dangerous projectiles
6. This blower is to be operated with only the proper safety guards in place to prevent persons and objects from contacting the revolving blower wheel. Any other use voids the warranty and creates unsafe conditions.
7. Do not insert foreign objects or body parts into the blowers. Do not block, move or tamper with the blower unit in any manner while it is in operation. Do not attempt any repairs on the unit until the motor is cooled down.
8. This blower must have backpressure to operate properly. In other words, an inflatable must be attached to this unit prior to turning on the blower.
9. Do not position this blower where it can blow dust, dirt or other objects at people in the airflow pattern.
10. This blower is intended for inflating (pressurizing) inflatable objects. Operating this blower for other than this prescribed use will void warranties and can cause injury or cause other unsafe conditions.
11. Do not use in potentially dangerous locations such as inflammable, explosive, chemical laden environments
12. To avoid possibilities of damage to blower or problems with operation, place the blower on a smooth and level surface.
13. NEVER OPERATE THE UNIT WITHOUT SAFETY GUARDS IN PLACE. If guards are removed for servicing, then they must be replaced to the proper position before operation of the blower.

14. Inspect the unit carefully before each use if the unit appears to have damage, repair or replace prior to use.

WARNING: When restarting the fan following a power outage, be sure that the deflating inflatable does not cause the fan to spin backwards. The blower will not properly inflate the unit if spinning backwards.

ELECTRICAL SAFETY

1. Ensure that the power supply exceeds the requirements of the blower for safe operation.
2. The power cord is equipped with a three prong plug that must be inserted into a matching receptacle. Do not remove or cut off the ground prong off the plug.

WARNING: USE OF A THREE PRONG TO TWO-PRONG ADAPTER IS NOT RECOMMENDED. IMPROPER CONNECTION MAY CREATE THE RISK OF ELECTROCUTION.

EXTENSION CORDS

1. Use the shortest possible length. When extension cords are used, ensure that they are UL listed for outdoor use and of the proper gauge and length. Cords up to 50 ft. in length should be no smaller than 14-3. Cords up to 100 ft. in length should be no smaller than 12-3.
2. Do not kink cords or allow contact of oil, grease, moisture, chemicals, hot surfaces or sharp and abrasive objects. Replace worn or damaged cords immediately.
3. Unplug the power cord before cleaning or servicing.

WARNING: TO REDUCE THE RISK OF FIRE OR ELECTRICAL SHOCK, DO NOT USE THIS FAN WITH SOLID STATE SPEED CONTROL DEVICES.

WARNING: DO NOT DEPEND ON ANY SWITCH OR OTHER CONTROLLING DEVICE AS THE ONLY MEANS OF DISCONNECTING POWER WHEN INSTALLING OR SERVICING THE BLOWER. ALWAYS UNPLUG THE POWER CORD. FAILURE TO DO SO MAY RESULT IN ELECTRIC SHOCK. THIS COULD BE FATAL.

TROUBLESHOOTING CHART

<u>SYMPTOM</u>	<u>POSSIBLE CAUSES</u>	<u>CORRECTIVE ACTION</u>
Blower does not run	Bad power supply	Check cord & power outlet Check GFI (if using one) Check if circuit breaker has tripped
	Broken/faulty power cord	Replace cord
	Defective motor/switch.	Replace motor or switch
Fan runs slow	Too small power cord	Replace with 10-3 or 12-3 power cord
Poor air flow	Restriction on air inlets	Clean inlets
Fan blows circuit breaker	Too long extension cord	Max. length of cord is 100 ft. Move closer to power outlet
	Blowers require dedicated 20 amp circuit	Find cleaner circuit or a different higher rated breaker
Scraping noise in blower	Blower wheel out of balance	Replace blower wheel
Fan noisy and does not seem to be developing full pressure.	Fan spinning backwards due to deflating inflatable.	Switch off fan, grab air duct to prevent backflow and switch on again after fan stops completely.

The church is responsible for supervision of the inflatable while the inflatable is in use. It is essential that the everyone supervising understand the safety rules. Attendants should be mature and responsible persons over the age of 18. It is particularly important that a responsible person, capable of exercising some authority over users, especially children, supervises the use of the combo house at all times. A "safe system of work" must be established to ensure that the users are admitted to the inflatable bouncer in a controlled and safe manner.

The operator must:

- ✓ Ensure that ride does not operate if the wind exceeds 20 mph.
- ✓ Ensure that all users remove their footwear (except socks) and any other hard, sharp or dangerous objects from their person, such as buckles, pens, purses etc. It is advised that spectacles be best removed;
- ✓ Ensure that users are not consuming food/drink or chew gum in the inflatable
- ✓ Ensure no one bounces on the step (entry ramp). The step is only to be used to assist the users on or off;
- ✓ Not allow anyone to climb or hang from the outside walls;
- ✓ Not allow users who are taller than the outside walls of inflated bouncing surface to use the bouncer.
- ✓ Watch the activity on the bouncer constantly.
- ✓ They should use a whistle or other device to obtain attention and take action at the first sight of any misbehavior, keeping an eye on the safety and well-being of all the users, particularly children and especially the smaller, more timid ones. Rough horseplay must not be allowed.
- ✓ It is the responsibility of the supervisor to ensure that the equipment is not overloaded, therefore, creating possible danger to the users.
- ✓ Sort riders by size. Only riders of the same size should be allowed in the ride at the same time, larger / older children should, where possible, be segregated from smaller children.
- ✓ Ensure the number of users at any one time are limited to a number which allows each user enough room to play safely.
- ✓ Ensure the weight capacity of the inflatable is never exceeded. The capacity of the ride can be found in the owner's manual.

- ✓ Ensure the rules posted on the warning sign is strictly enforced.
- ✓ Assist the riders while they exit the ride.
- ✓ For slides operator must be aware that elbows, knees and backs of legs can become burned if the unit is too hot due to extreme hot temperatures. To avoid friction, burn, operator should instruct riders of slides to cross arms over their chests to avoid elbow and arm contact.

INCIDENT & ACCIDENT REPORT

Please answer each question to the best of your ability.

Thank you for helping us with this matter.

PLEASE PRINT

Injured Person's Information:

Name: _____

If a minor, legal guardian's name: _____

Address: _____
Street Address City State Zip Code

Phone: _____ Cell Phone: _____

State of Mind: *circle one*

Confused Calm Panicked Aggressive Other: _____

Medication or have any allergies? *circle one* Yes No

Description of Accident:

Date / Time of Injury: _____

Location: _____

Weather Conditions: _____

Describe the injury in detail (body part, type of injury, severity, etc . . .):

Is this an aggravation of a prior injury or condition? *circle one* Yes No

Describe in detail how the accident happened:

Did the injured person or any other participant contribute to or state that he/she contributed to the accident in any way? *circle one* Yes No

If yes, please describe:

Did equipment contribute to the accident? *circle one* Yes No

If yes, please describe:

Were any photographs taken? *circle one* Yes No

If yes, please enclose all photographs.

Was first aid given? *circle one* Yes No Refused

(include a list of any medications given and describe aid given):

Person(s) supervising the rental unit on site at the time of accident?

Name

Age

PERSON COMPLETING THIS STATEMENT:

Signature: _____

Date: _____ Phone: _____ Cell Phone: _____

The State of Kentucky requires us to report any injury requiring a doctor's visit within 24 hours of event. Please call us if this happens.