

Incident Report

Medical emergency during worship service

Steward Demo

ID: B33BB9FB-0321-4CE7-9B8C-E7601804FFE3

Category: Medical Emergency

Occurred: February 5, 2026

Status: Locked

Report Generated: Mar 25, 2026, 10:34 AM EDT

Generated By: Steward Owner

Export Reason: Attorney request for full record.

LEGAL HOLD

Document Contents

Incident Summary	Page 2
Follow-ups & Amendments (6)	Page 3
Audit Trail (24 events)	See document
Export Certification	Last page

Incident Summary

Basic Information

Title:	Medical emergency during worship service
Category:	Medical Emergency
Status:	Locked
Occurred At:	Feb 5, 2026, 4:09 PM EST
Location:	Worship Center
Reported By:	Steward Owner (owner@stewardchurch.com)
Created At:	Feb 5, 2026, 4:09 PM EST
Submitted At:	Feb 5, 2026, 4:39 PM EST
Closed At:	Feb 10, 2026, 4:09 PM EST
Locked At:	Feb 11, 2026, 4:09 PM EST

Description

An elderly congregant collapsed during the second worship song of the 11:00 AM service. The on-site medical response team was activated immediately. CPR was administered for approximately 3 minutes before the individual regained consciousness. Paramedics arrived within 7 minutes and transported the individual to Regional Medical Center. The church's AED was deployed but not discharged as a pulse was detected before it was used.

Resolution Outcome — Insurance Claim Filed

Referred to External Party

Follow-ups & Amendments

6 entries

InfoRequest

Feb 6, 2026, 4:09 PM EST - Steward Owner

Can you provide the names and contact information of any congregation members who directly witnessed the collapse or assisted with the response? We need witness statements for the insurance documentation.

ReporterFollowUp

Feb 7, 2026, 4:09 AM EST - Steward Owner

Three people were closest when it happened: Martha Chen (seated in same row), Tom Rodriguez (usher who responded first), and Sarah Kim (nurse, administered initial assessment). I have their phone numbers if needed.

InfoRequest

Feb 7, 2026, 8:09 AM EST - Steward Owner

Thank you. Please provide their contact information. Also, can you confirm — was the individual showing any signs of distress before the collapse? Any complaints of chest pain, dizziness, or shortness of breath during the service?

ReporterFollowUp

Feb 7, 2026, 12:09 PM EST - Steward Owner

Martha Chen: (412) 555-0147, Tom Rodriguez: (412) 555-0283, Sarah Kim (RN): (412) 555-0391. Regarding prior symptoms — I did not notice anything unusual. The individual appeared to be participating normally in worship. Martha mentioned afterward that she thought he looked pale during the opening prayer but did not think much of it at the time.

Action Taken

Feb 9, 2026, 4:09 PM EST - Steward Owner

Reviewed and updated AED maintenance schedule. All first responder team members completed refresher CPR/AED certification. Emergency response protocol poster updated.

Action Taken

Feb 10, 2026, 4:09 PM EST - Steward Owner

Individual discharged from hospital on day 4. Follow-up call completed — recovering well at home. Son David expressed gratitude for the church response. No indication of legal action. Insurance claim progressing normally with Brotherhood Mutual (claim #BM-2026-04821).

Audit Trail

24 events

This audit trail is immutable and records all actions taken on this incident.

Feb 5, 2026, 4:09 PM EST	Incident created	Steward Owner
Feb 5, 2026, 4:39 PM EST	Incident submitted	Steward Owner
Feb 5, 2026, 5:09 PM EST	Status changed	Steward Owner
Feb 5, 2026, 5:10 PM EST	Incident assigned	Steward Owner
Feb 5, 2026, 5:11 PM EST	incident.flagged_urgent	Steward Owner
Feb 5, 2026, 6:09 PM EST	incident.legal_hold	Steward Owner
Feb 5, 2026, 8:09 PM EST	incident.comment_added	Steward Owner
Feb 6, 2026, 4:09 PM EST	incident.info_requested	Steward Owner
Feb 6, 2026, 6:09 PM EST	incident.comment_added	Steward Owner
Feb 7, 2026, 4:09 AM EST	incident.followup_added	Steward Owner
Feb 7, 2026, 8:09 AM EST	incident.info_requested	Steward Owner
Feb 7, 2026, 12:09 PM EST	incident.followup_added	Steward Owner
Feb 7, 2026, 4:09 PM EST	incident.amended Reason: CPR duration correction	Steward Owner
Feb 7, 2026, 4:10 PM EST	incident.person_added	Steward Owner
Feb 7, 2026, 4:11 PM EST	incident.person_added	Steward Owner
Feb 7, 2026, 4:12 PM EST	incident.person_added	Steward Owner
Feb 8, 2026, 6:09 PM EST	incident.amended Reason: Adding involved party: Sarah Kim, RN	Steward Owner
Feb 9, 2026, 4:09 PM EST	incident.action_taken	Steward Owner
Feb 9, 2026, 7:09 PM EST	incident.comment_added	Steward Owner
Feb 10, 2026, 4:09 PM EST	incident.action_taken	Steward Owner
Feb 10, 2026, 5:09 PM EST	Status changed	Steward Owner
Feb 11, 2026, 4:09 PM EST	Incident locked Reason: Active insurance claim	Steward Owner
Mar 23, 2026, 1:20 PM EDT	Export generated Format: PDF, Reason: Steward Demo	Steward Owner
Mar 25, 2026, 10:33 AM EDT	Export generated Format: PDF, Reason: Insurance Claim #12345	Steward Owner

Export Certification

Legal Record

Data Retention Statement

This incident report and all associated data are maintained in accordance with the organization's data retention policy. Incident records are preserved for the retention period configured in the organization's settings (default: 7 years) from the date of incident closure, or longer if required by applicable law or organizational policy. During this period, records are kept in an immutable, append-only format to ensure legal and insurance defensibility. Any amendments or follow-ups are recorded separately and do not modify the original incident submission.

Certification of Authenticity

This document was generated from the Steward incident management system on Mar 25, 2026, 10:34 AM EDT by Steward Owner (owner@stewardchurch.com). Reason for export: Attorney request for full record.. This document constitutes a complete and unaltered representation of the incident record as maintained in the system of record at the time of export. This document was generated directly from the system of record without manual alteration. All included data originates from authenticated user actions recorded in the system audit log.

Business Records Certification

This record was made at or near the time of the events described, by or from information transmitted by a person with knowledge of those events, and was kept in the course of a regularly conducted business activity of Steward Demo. It is the regular practice of Steward Demo to create and maintain such records contemporaneously as part of its incident management and safety reporting procedures using the Steward incident management system. The system maintains all records in a secure, append-only format with controlled access and immutable audit logging. This statement is provided to support qualification under Federal Rules of Evidence Rule 803(6) and analogous state rules regarding business records exceptions to hearsay.

Document Contents

This export includes: Cover page, Incident summary, 6 follow-up entries, Complete audit trail (24 events), and this certification page. Internal team comments have been excluded from this document.

Data Retention & Legal Hold Status

Legal Hold Active: This incident is under legal hold and will be retained until the hold is removed, regardless of standard retention policies.

Document Integrity

Export ID: b33bb9fb-0321-4ce7-9b8c-e7601804ffe3-1774449247021

Generated: Mar 25, 2026, 10:34 AM EDT

Content Hash (SHA-256): a20c1ee24ca33646f14fdcdfb044e8be0f7618dced0abe653f23b6fc028b4885

This PDF export was generated as an accurate point-in-time snapshot of the incident record. The original record remains in the Steward system and includes complete, append-only audit history. Any alteration to this document, including its content, metadata, or attachments, will result in a mismatch of the content hash and invalidate this record.

To verify document integrity, recompute the SHA-256 hash of this document and compare it to the value above. This export is recorded in the system audit log and can be verified against system records using the Export ID.

Important Notice to Leadership

This document is provided for informational, legal, and insurance purposes. It does not constitute legal advice. Organizations should consult qualified legal counsel before relying on this document for litigation, insurance claims, regulatory compliance, or other legal proceedings. Steward provides tools for creating and maintaining incident records. Steward does not provide legal advice and does not determine admissibility. Admissibility is subject to applicable laws and judicial discretion.