CHECK ONE

☐ ACCIDENT – unintended event resulting in damage to property or person
☐ INJURY – bodily damage to a student or leader
☐ NEAR MISS – a narrowly avoided accident or injury
☐ HAZARDOUS SITUATION – a condition of concern; an accident or injury waiting to happen

INCIDENT REPORT

OUTING: _________________________________  DATES OF OUTING: _______________
LEADERS: ______________________________

DATE OF INCIDENT: ___________________________  TIME OF INCIDENT: _______________
LOCATION OF INCIDENT: ______________________________
NAME OF PERSON(S) INJURED: ______________________________

NARRATIVE DESCRIPTION OF INCIDENT – use a separate page if necessary
- EVENTS LEADING UP TO THE INCIDENT
- NAMES OF PEOPLE INVOLVED
- FIRST AID OR ASSISTANCE GIVEN
- RESULTS OR OUTCOME

ANALYSIS – use a separate page if necessary
- WHAT CONTRIBUTED TO THE INCIDENT?
- WHY DID IT HAPPEN?
- THOUGHTS ABOUT PREVENTION IN THE FUTURE