

# BCBC INITIAL INCIDENT REPORT FORM

## INCIDENT REPORT FORM\*

*To be completed by activity organisers/walk leaders as soon as practical after the incident. This report should be kept by the club secretary as a formal club record. Copies of the incident report may be required to support an insurance claim.*

<b>Report prepared by:</b> <b>Contact details:</b>	<b>Date prepared:</b> <b>Club name and address:</b> Brisbane Catholic Bushwalking Club Inc. (BCBC) P.O.Box. 31 Red Hill Q 4059.
<b>Date of Incident:</b>	<b>Time of Incident:</b>
<b>Type of Event:</b> <i>Day walk, canoe trip, bike ride etc</i>	
<b>Location:</b>	
<b>Type of Incident:</b> <i>Injury, missing person, damage to property, theft, fire, etc.</i>	
<b>Incident Details:</b>	
<b>Actions Taken:</b>	
<b>Witnesses to the Incident:</b>	
<b>External Involvement:</b> <i>Were authorities or other agencies notified at the time? If so who, by whom, and how? Did they then take a role in managing the incident? If appropriate have the Insurers been notified?</i>	
<b>Final Outcome:</b> <i>What was the final outcome of the incident? When was it resolved?</i>	
<b>Future Prevention:</b> <i>Can this incident be prevented at future Club activities? If so, how?</i>	
<b>Supplementary Information:</b> <i>This section can include a list of attachments, such as a map, witness statements etc.</i>	

### Privacy Note

*The inclusion of the names of individuals and their contact details in this report must be done in accordance with relevant Privacy laws.*