

Durham Outdoors Club



Incident Reporting Form

- Carefully document every accident, injury or incident.
- Record the location, and the nature of the hazard and the injury, and the circumstances. If needed, record additional relevant information and attach to this form.
- As soon as the person's emergency contact has been notified, inform the club president and file this form with the club secretary.

Name of injured:	Event leader:
Day, month, year and time of incident:	Location:
Hazards:	Terrain:
Weather conditions:	Type of activity:

Describe the incident (injury, lost hiker, etc.):

Emergency contact's name, phone:

Paramedic/police/fire service contacted:

Name, badge # and phone:

Describe injuries:

Body part injured (circle all that apply):

Abdomen	Chest	Face	Finger(s)	Head	Left Ankle	Left Elbow
Left Foot	Left Forearm	Left Hip	Left Knee	Left Leg	Left Shoulder	Left Wrist
Lower Back	Neck	Right Ankle	Right Elbow	Right Foot	Right Forearm	Right Hip
Right Knee	Right Leg	Right Shoulder	Right Wrist	Teeth	Toe(s)	Upper Back

Describe action taken, including first aid administered at the scene, and by whom:

Witnesses (please print):	Phone:
1. _____	_____
2. _____	_____
3. _____	_____
4. _____	_____