



# Incident Report

**PIKA policy:** An incident report must be filled out by the trip facilitator as soon as possible for any incident, injury or "near miss". Fill out a separate incident report for each injured person.

Take a printed copy of this report on the trip. Record information on your cellphone using the Voice Recorder app on Android or Voice Memos app on iPhone.

Consider possible ramifications of incident beyond the end of the trip including possible legal issues.

IF IN DOUBT, FILL IT OUT!

Trip name \_\_\_\_\_ Incident date \_\_\_\_\_ Time \_\_\_\_\_

Trip facilitator \_\_\_\_\_

Name of person involved \_\_\_\_\_ Age \_\_\_\_\_ Sex \_\_\_\_\_

Home address \_\_\_\_\_ Phone \_\_\_\_\_

What were relevant conditions when and where incident/injury occurred? (wind, wave and water conditions, weather, estimated air and water temp, precipitation, visibility, distance from shore?)

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Location of incident (estimate if necessary)

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Describe in detail how incident/injury occurred

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If rescue effected or attempted, describe

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Apparent nature of injury

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Is this a re-injury of a previous condition?

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# Incident Report

Describe first aid given

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Name of person who gave first aid

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Describe evacuation/rescue

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Did injured person refuse first aid or evacuation?

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Identify cause of incident, including contributory causes

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Did injured person state that they contributed to incident in any way? Record their statement.

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Did any other persons impact the incident in any way? Describe

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Were warnings or instructions not heeded?

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Were photos or video taken? By whom? (forward photos/video with your report)

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Were other persons injured in the incident? Provide their names; fill out separate incident reports

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# Incident Report

## Witness Statements

Get a statement, as detailed as possible, from each witness to the incident.

Witness 1 full name, phone number, address

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Witness 1 statement

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Witness 2 full name, phone number, address

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Witness 2 statement

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Witness 3 full name, phone number, address

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Witness 3 statement

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Incident report filled out by

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Signature \_\_\_\_\_ Date \_\_\_\_\_