

## 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.*

Please e-mail the completed form to [admin@bushwalkingvictoria.org.au](mailto:admin@bushwalkingvictoria.org.au) or post to Bushwalking Victoria, P.O. Box 1007, Templestowe VIC 3106.

### Part 1

<b>Report Prepared By:</b>	<b>Date Prepared:</b>
<b>Date of Incident:</b>	<b>Time of Incident:</b>
<b>Details of injured person (name, surname):</b>	<b>Contact number of injured person:</b>
<b>Walk leader details (name, surname, phone):</b>	<b>Witness details (name, surname, phone):</b>
<b>Address of injured person:</b>	
<b>Club Name or specify if the injured person is an individual member of BWV or a temporary member of the club:</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>Action Taken:</b>	

## Part 2

**External Involvement:** 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?

**Final Outcome:** What was the final outcome of the incident? When was it resolved?

**Future Prevention:** Can this incident be prevented at future Club activities? If so, how?

**Supplementary Information:** This section can include a list of attachments, such as a map, witness statements etc.

### 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.

Signed: \_\_\_\_\_

Walk Leader

Signed: \_\_\_\_\_

Witness