

## INCIDENT REPORTING FORM

### National Parks Association of the ACT

As soon as practical after an *incident* the outing leader should complete this form and forwarded to the *Outings Convenor*. An *incident* is where an event takes place which may result in an insurance claim being made, such as in the case of an *accident*, *serious injury*, death, damage to third party property, loss of possessions or *serious missing person incident*. An *accident* is where a person is injured. A *serious injury* is one requiring medical attention. A *serious missing person incident* is one requiring third party assistance, cancellation or significant modification of the outing.

<b>Type of Incident:</b> (Injury/missing person/damage/ etc.)	
<b>Date and time of incident:</b>	
<b>Name:</b> of the person injured or suffering loss:	
<b>Address or contact details:</b> of the person injured or suffering loss:	
<b>Walk / Event / Outing Title:</b>	
<b>Location of incident:</b>	
<b>Description of what happened:</b>	
<b>Outcome:</b> (if known, or to be filled in later)	
Report Prepared by:	Date Prepared:
Contact Details:	Signature: