



Coffs Hikers

Incident Report Form

This form is to be completed by the activity leader as soon as possible after the incident.

Report prepared by:	Date prepared:
Name of injured person or person suffering loss:	Member: <i>(full, trial, visitor, child)</i>
Address of injured person or person suffering loss:	Phone number of person:
Name and grade of activity:	Type of activity <i>(walking, kayaking etc)</i>
Location where incident occurred:	Date and time of incident:
Type and description of the incident <i>(injury, missing person, damage to property, etc)</i> :	
Describe actions taken <i>(eg first aid administered or refused, evacuation etc)</i> :	
Name and contact details of witnesses to the incident:	
Were authorities or other agencies notified? Yes/No	If yes, who contacted external authorities, how, and did the external authority take a role in managing the incident?
Could the likelihood of this incident be reduced at future Club activities? If so, how?	

Phone the Membership Officer to alert them of the incident. Please attach relevant maps, photos, and witness statements to form. Email form to committee@coffshikers.org.



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Incident Response Checklist

- Emergency services contacted if necessary
- Leader completes Incident Report Form at the earliest opportunity, including witness statements if relevant, and emails it to Membership Officer*
- Membership Officer notifies committee, managing confidentiality
- Committee appoints Incident coordinator if required, to liaise with the member, emergency services, and other parties
- The appropriate person (leader, Incident coordinator, and/or Membership Officer*) follows up with member(s) involved to check on their welfare
- Committee receives Incident Report Form and files in Google Drive
- Committee meet with the leader for debrief and discussion if required
- Committee considers any recommendations that result from discussion of the incident

*or if the Membership Officer is not available, another committee member