# 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.

In the event of any serious injury (an injury requiring medical treatment) copies of the incident report must be forwarded to enquiries@gobush.org.au or mail to Bendigo Bushwalking and Outdoor Club, P.O. Box 989 Bendigo 3552

## Part 1

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| **Report Prepared By:** | **Date Prepared:** |
| **Date of Incident:** | **Time of Incident:** |
| **Type of Event:** Day walk, canoe trip, bike ride etc |
| **Location:** |
| **Type of Incident:** Injury, missing person, damage to property, theft, fire, etc.  |
| **Incident Details:** |
| **Action** **Taken:** |

## Part 2

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| **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.*