



## Probud Club of Templestowe Valley Inc

### Incident Report Form

This form is for gathering of information concerning incidents occurring during events organised by the Probud Club of Templestowe Valley. Incidents are defined as:

- ◆ Injury to members and non members participating in club activities
- ◆ Injury to members of the public which may be related to events organised by the club
- ◆ Any other incident likely to result in claims on the the club or it's insurer
- ◆ Damage to club owned assets of value
- ◆ Damage to member owned assets of value
- ◆ Damage to public property

Please complete the form with details below

Name of Member or other people affected by the incident	
Address	
Phone Number	
Time of day and date of the incident	
Location of the incident	
Visibility at the time of the incident	
Weather conditions at the time of the incident	
Description of the incident. What happened? (Add attachment if necessary)	
Description of injuries. (Add attachment if necessary)	
Name and address of medical practitioner if called	
Ambulance number if called	
Hospital patient was take to	
Were the patient's emergency contacts alerted?	
Were police informed? - Name and rank of officer	
Description of property damage? (Add attachment if necessary)	
Name, phone and address of property owner	
Was the owner notified. Time and who notified	
Was the scene made safe or isolated?	
Names and contact details of witnesses	
Witness statements attached?	
Name and office of person completing this report	