NZAC_logotype_blackIncident Report Form

Refer to the NZAC Safety Plan

# General Incident Information

|  |  |  |  |
| --- | --- | --- | --- |
| **Date:** |  | **Time:** |  |
| **Location:**  Grid reference, altitude etc. |  | | |
| **Incident Type:** | □ Injury  □ Illness  □ Psychological/emotional  □ Equipment loss/Damage  □ Fatality  □ Missing/ Overdue  □ Near Miss  □ New Hazard | **Weather at time of incident:**  Situation  Sky condition  Wind  Temperature (FAFL) |  |
| **Number of people involved:** |  | **External assistance sought:** | □ Cell phone (Police or RCC)  □ PLB  □ Satellite Communicator (e.g. Inreach or Spot)  □ Satellite Phone  □ Hut Radio  □ Other  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

# Further Information on person(s) involved

|  |  |  |  |
| --- | --- | --- | --- |
| **Name:** |  | **Age:** |  |
| **Ethnicity:** |  | **Gender:** |  |
| **Onsite medical attention required:** |  | **Evacuation required:**  Method |  |
| **Further medical attention required:** |  | **Impact on activity:** |  |
| **Injury or illness:** |  | | |

|  |  |  |  |
| --- | --- | --- | --- |
| **Name:** |  | **Age:** |  |
| **Ethnicity:** |  | **Gender:** |  |
| **Onsite medical attention required:** |  | **Evacuation required:**  Method |  |
| **Further medical attention required:** |  | **Impact on activity:** |  |
| **Injury or illness:** |  | | |

|  |  |  |  |
| --- | --- | --- | --- |
| **Name:** |  | **Age:** |  |
| **Ethnicity:** |  | **Gender:** |  |
| **Onsite medical attention required:** |  | **Evacuation required:**  Method |  |
| **Further medical attention required:** |  | **Impact on activity:** |  |
| **Injury or illness:** |  | | |

# Activity Information

|  |  |
| --- | --- |
| **NZAC Event:** | Section Trip / Section Meet / Volunteer Instruction / Professional Instruction |
| **Activity Leader:** |  |
| **Activity:** | □ Abseiling  □ Rock climbing  □ Mountaineering  □ Instruction  □ Ski / Splitboard Touring  □ Avalanche Education  □ Trekking  □ Road vehicle accident  □ Other  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **Activity Duration:** |  |

# Equipment Involved

|  |
| --- |
| Vehicles, property, equipment, equipment damaged, equipment lost: |

# Narrative

|  |
| --- |
| General description of events leading up to and including the incident |

# Causal Factors (to be completed in consultation with Programme Manager)

|  |  |  |  |
| --- | --- | --- | --- |
| **Activity Leader(s)** | **Participants** | **Equipment** | **Environment** |
| □ Inadequate condition: physical/ mental/  emotional  □ Inadequate health (hygiene or medical)  □ Pre-existing conditions  □ Judgement error  □ Inadequate supervision  □ Inadequate training/ experience  □ Failure to follow policies  □ Improper motivation  □ Other  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | □ Inadequate condition: physical/ mental/  emotional  □ Inadequate health (hygiene or medical)  □ Pre-existing conditions  □ Judgement error  □ Inadequate supervision  □ Inadequate training/ experience  □ Failure to follow policies  □ Improper motivation  □ Other  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | □ No equipment  □ Wrong equipment  □ Faulty equipment  □ Inadequate design  □ N/A  □ Other  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | □ Adverse weather  □ Inadequate visibility/darkness  □ Terrain  □ Surface condition  □ Avalanche  □ Water  □ Animal/ Insect / Plant  □ N/A  □ Other  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Explain in detail what caused the incident. Include any suggestions, observations or recommendations regarding the incident. | | | |

# Recommendations and Follow Up (to be completed by Programme Manager / General Manager)

|  |  |  |
| --- | --- | --- |
|  | **Details** | **Completed** |
| **Programme Manager preliminary investigation:** |  |  |
| **Further investigation required:** |  |  |
| **Reported to Board (responsibility General Manager):** |  |  |
| **Updates to Safety Management Systems:** |  |  |
| **Further Actions:** |  |  |

Please complete and return to NZAC Programme Coordinator ([instruction@alpineclub.org.nz](mailto:instruction@alpineclub.org.nz) as soon as is practicable.