

Form 607.1.6: Incident Report



Use this form for -->



Date:

School:

Teacher in Charge:

Phone:

Fax:

Lethbridge School Division
433 15 Street South
Lethbridge, Alberta
Canada
T1J 2Z5
Phone: 403-380-5300
Fax: 403-327-4387
www.lethsd.ab.ca

Date incident occurred:	<input type="text"/>	Approx. time incident occurred:	<input type="text"/>
Date of first response:	<input type="text"/>	Approx. time of first response:	<input type="text"/>
Date incident resolved:	<input type="text"/>	Approx. time incident resolved:	<input type="text"/>

Location of incident:

Total number in the group (including students, teachers, and others):

Total number injured, missing or stranded:

Outdoor activity(ies) the subjects were involved in (e.g. canoeing):

Incident environment:

Weather conditions at the time:

Was weather a factor at the time of the incident? Yes No

Type of response:

Causes/contributing factors that led to incident:

Incident description:

Incident Data

Student age range: # of males: # of females:

Subjects involved in the incident:

Subject 1: Name/Age Gender: Subject condition

Nature of injury:

Body region(s) most affected:

Subject 2: Name/Age Gender: Subject condition

Nature of injury:

Body region(s) most affected:

Form 607.1.6: Incident Report (Continued)

Subject 3: Name/Age Gender: Subject condition

Nature of injury:

Body region(s) most affected:

Subject 4: Name/Age Gender: Subject condition

Nature of injury:

Body region(s) most affected:

RESPONSE DATA:

Did you/your group manage the incident without external assistance? Yes No

Briefly describe the search/rescue/first aid process used:

Which, if any, subjects were transported to medical care?

Which, if any, subjects were transported home?

If emergency services assistance was sought (RCMP, police, ambulance, parks staff, search and rescue volunteers, etc.) please specify which type of emergency responders were involved:

Briefly describe the search/rescue/first aid process those responders used:

Were participants involved in an incident debriefing of any sort? If so, briefly describe the process and outcomes of the briefing:

Have written statements been obtained from all key witnesses, describing what happened, what was done for injured participants, and any additional comments? If so, please provide the names of those supplying statements below, and attach the statements, after ensuring that each is signed and dated, and that the addresses and phone numbers are included if the individual will not be readily available after the incident: