

CIRA INCIDENT REPORT

The following Incident Report should be prepared if any of the following occur:

- Equipment damage. The damage should also be noted on the repair board.
- An altercation occurs with a non-club member such as a resident or other boater. The Safety Committee Chairperson should be notified.
- An injury. The Safety Committee Chairperson should be notified as soon as possible with the Incident Report to follow afterward when possible.

Instructions:

- Please print clearly.
- Please take photos of any injuries and equipment damage.
- Please email/text a picture and a photo of this completed form to the CIRA Safety Committee Chairperson. Should an incident with an injury occur, the Safety Committee Chair should be notified via phone, and the incident report to follow as soon as possible after the event.
- Please leave a hard copy of this completed form in the red safety binder in the trailer (Harwich) or the locked trunk (Centerville).

Today's date:

Your name:

Your phone number:

Location of incident:

Date of incident:

Time of incident:

Did the incident involve a minor? yes no unsure

If yes, were the parents/guardians contacted? yes no unsure

Name(s) of people involved:

Their contact info:

Name(s) of witnesses, if applicable:

Witness contact info:

Injuries? yes no unsure

Equipment damage? yes no unsure

Was first aid / medical treatment / 911 necessary? yes no unsure

Details of incident/injuries/damages:

Follow-up action needed: