



Incident & Accident Report



Use this form to document injuries, near injuries, ideally by involved person, & equipment damage (whether owned by Hoofers or Outdoor UW). RETURN COMPLETED FORM & REPORTS TO BOX ON WALL IN OUTDOOR UW ASAP and call if you have any questions (608.262.1630).

Activity/Trip Name: _____ Leader(s): _____ Incident Date: ____/____/____ Time: _____
Month day year
Name of Injured person _____ Email _____ Circle: Adult / Minor (under 18)

Club: (circle) Ski and Snowboard Outing Mountaineering Sailing Scuba Riding

Team: Sailing Equestrian Alpine Nordic Freestyle

Outdoor UW: Rental Instruction Basecamp Working Employee

Type of Incident: (circle) Injury Illness Property/Equipment Damage Other

Location: _____

Incident Description, what happened? (Provide details: distances, times, sizes, sequence of events, etc.)

If injury, describe extent of Injury/treatment: _____

Did this person go to a medical facility? **No** or **Yes** If 'yes,' where _____

Were any other accident reports generated? If so please copy and attach (ski patrol, police, etc.)

Emergency Contact: _____
Name/relationship phone email

Describe extent of property/equipment damage, if any _____

Contributing factors to the incident: (Indicate most significant factor.)

Objective/Environmental Factors		Subjective/Human Factors	
___ Falling Objects	___ Swift/Cold Water	___ New/Unexpected Situation	___ Fatigue
___ Weather	___ Animal/Plants	___ Underestimated Hazard	___ Distraction
___ Equipment/Clothing	___ Uneven Terrain	___ Adhering to schedule	___ Group dynamics
___ Other _____		___ Other _____	

Describe any significant lessons learned from this incident: _____

Signature of injured person (if available)

birthdate

Report prepared by

Office Use Only: _____ Logged _____ Reviewed _____ Scanned & Emailed

Revised December 2014