



FORT LANGLEY CANOE CLUB INCIDENT REPORT

The following report must be completed at the earliest opportunity following any incident which occurs during an FLCC activity. Incidents can be anything from a first aid incident to a serious injury, capsizing, paddling accident, violence, theft, or a heated discussion with a non-club member. An incident can also be a potentially hazardous situation, (for example, if equipment is left in a dangerous condition or position). The report may be completed by any member of FLCC, and should be submitted promptly to the appropriate division rep or to any member of the executive.

Date: _____ **Reported by:** _____ **Phone:** _____

Details of incident or concern:

Date of occurrence: _____ Time: _____ Location: _____

Description of incident: (use other side of paper if necessary) _____

If injury, detailed description of injury: _____

Name of attending health professional, if any: _____

Describe action or steps taken at time of incident:

Person(s) involved in incident and/or witness(es)

1)	_____	_____
	Name	Address
	_____	_____
	Signature	Phone number
2)	_____	_____
	Name	Address
	_____	_____
	Signature	Phone number
3)	_____	_____
	Name	Address
	_____	_____
	Signature	Phone number