

GAINESVILLE AREA ROWING: INCIDENT REPORT FORM

****A COPY MUST BE IMMEDIATELY PROVIDED TO THE GAR SECRETARY****

(make a legible photograph and email to secretary@gainesvillearearowing.com)

Please use this form to report any injury, equipment damage or unsafe conditions that occur.

DATE & TIME OF REPORT:

REPORTER'S NAME & POSITION:

PHONE:

EVENT/ACTIVITY:

DATE & TIME OF INCIDENT:

LOCATION OF INCIDENT:

1. Please describe the incident and all events leading up to it.
2. List all witnesses to the incident and their phone numbers:
3. Who responded to the incident (coaches, paramedics, parents, etc.)
4. If an injury was involved, please provide:

INJURED PERSON'S NAME:

PHONE NUMBER:

DESCRIPTION OF INJURY:

WAS FIRST AID PROVIDED AND IF YES, WHO PROVIDED IT?

5. If equipment was damaged report, please provide:

DESCRIPTION OF EVENT:

WEATHER CONDITIONS:

SPECIFIC EQUIPMENT THAT WAS DAMAGED:

DESCRIPTION OF DAMAGE:

6. Please provide any other information you feel is important. Use the back of the form, if necessary.