

DARWIN SAILING CLUB INCIDENT MANAGEMENT POLICY

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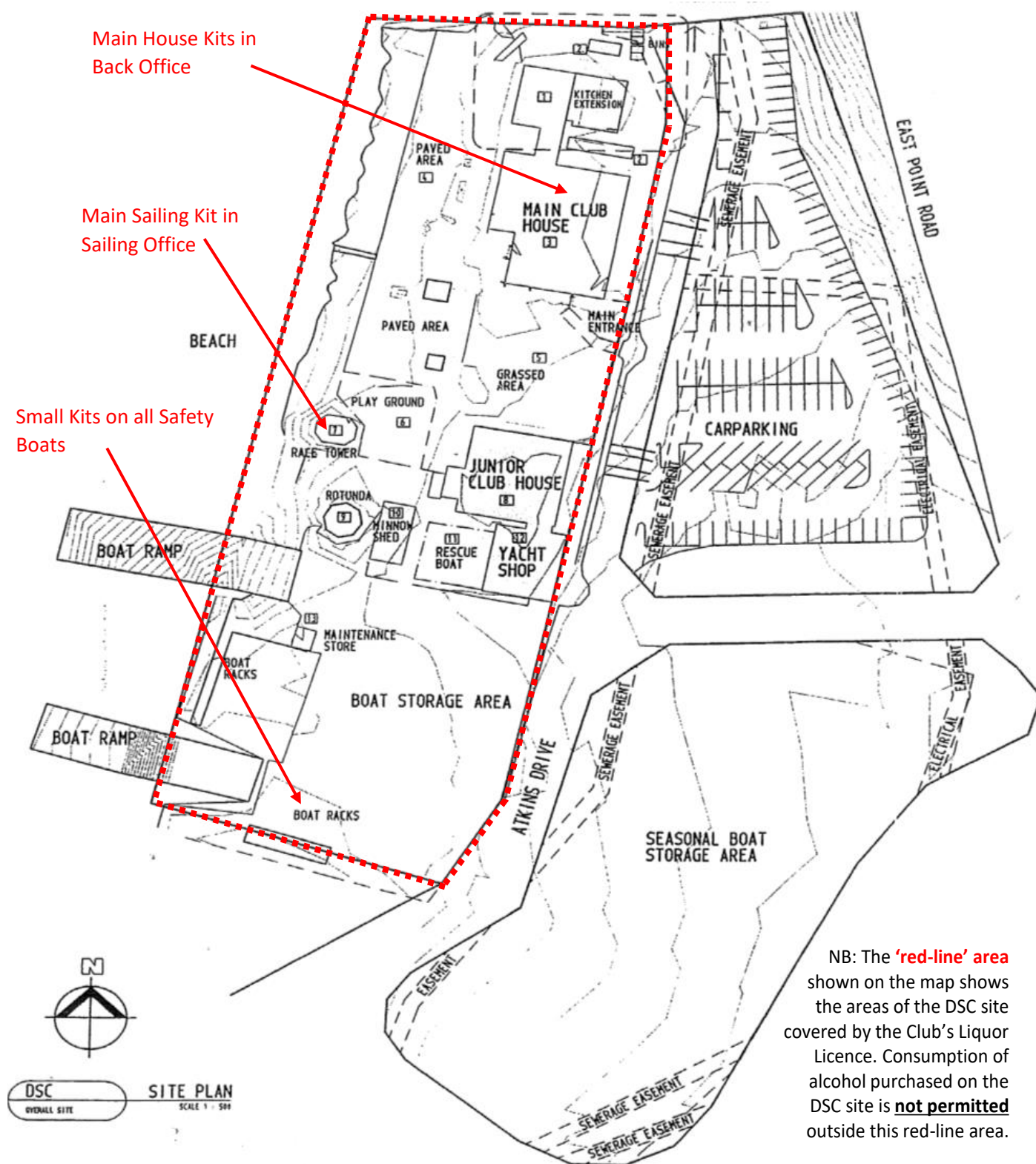
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This plan specifies the actions required in the event of any incident occurring at the Darwin Sailing Club (DSC) and nominates the key personnel who will take charge, together with their tasks and responsibilities.

PART A: GENERAL INFORMATION

1 FIRST AID KIT LOCATIONS



PART B: MAJOR ON-WATER INCIDENTS

2 MEDIA POLICY

Only authorised persons are permitted to release information or make any media comment on major or moderate incidences at the Darwin Sailing Club or in regard to any Darwin Sailing Club event. Authorised persons are generally the General Manager (GM) or a nominated Flag Officer. In the event that neither are available the Incident Manager will issue the initial media release.

- Refer to communication templates.
- Ideally, the first statement should be made within the first 60 minutes post incident.

3 ON WATER EMERGENCY MANAGEMENT PLAN

DSC recognises that a 'Major Incident Plan' is required to manage any unforeseen catastrophe that occurs within the club's premises or connected with any on-water activity. This policy is to cover any on-water activity.

Major incidents may include but are not limited to:

- a) Accidents involving serious injury or death.
- b) Fire and/or explosion; Storm damage.
- c) Sinking of vessel or vessels.
- d) Electrical incidents.

The following persons will have responsibility for the areas nominated below:

- a) ON WATER ACTIVITIES: Sailing Manager (SM)
- b) CLUB PREMISES & GROUNDS: General Manager (GM)

4 RESPONSIBILITIES OF PERSONNEL IN A MAJOR ON-WATER INCIDENT

The Sailing Manager (Incident Manager) reports to the General Manager. SM responsible for the operational involvement in the incident and will be the point of contact for the Police/ Water Police and other response agencies if they are involved. The Sailing Manager is responsible for notifying the General Manager in the case of a moderate incident. The Sailing Manager is responsible for informing the General Manager if a major incident develops and then subsequently to keep the relevant flag officer briefed on key developments throughout the Incident. It is recognised that fatigue is a factor to be avoided during the management of a protracted incident.

Location: Onshore

The General Manager (GM) will establish incident headquarters if a major incident eventuates. and needs to be careful not to get distracted by outside influences. Location: Onshore.

- Responsible for all communications with the media (including social media) in the case of a major or moderate incident
- Reports to the DSC Board
- Provides strategic support to Incident Manager (IM) and ensure the Incident Management Team

(IMT) has adequate access to resources.

- If the GM is not present at DSC, his duties shall be taken over by the Commodore, or Vice Commodore.

The General Manager (GM) reports to the DSC Board. The GM is responsible for the overall management of the incident and in particular managing the external communications in relation to incidents. This includes relatives of event participants or trainees, media, sponsors, and any other external stakeholders. The General Manager will provide strategic support to the Incident Manager (IM) and ensure the Incident Management Team (IMT) has adequate access to resources to be able to appropriately deal with an incident. If the GM is not present at DSC, his duties shall be taken over by the Vice Commodore, or Commodore. The GM will establish incident headquarters if a major incident eventuates. The GM will be responsible for all communications with the media in the case of a minor or moderate incident.

Location: Onshore.

The Race Officer (RO) or Chief Instructor (CI) report to the Incident Manager and is responsible for the operational management of all on water incidents until the IM has taken control. Thereafter the RO/CI will provide on water support as required by the Incident Manager. The RO/CI is to remain on the water until all sailors and support personnel are ashore, unless directed by the Incident Manager to stand down and return to shore. The RO/CI should be at all times contactable by VHF Radio and Mobile Phone.

Location: On the water.

The Radio Room Operator is responsible for keeping an accurate log of all relevant communications received via radio. A log is to be kept at all times sailors and race officials are on the water. The radio room must have an operator standing watch at all relevant times.

Location: Onshore DSC Tower

The Chief Instructor may also act as Incident Manager for the duration of minor incidents and play a similar role to the Race Officer in the case of an incident during a training activity.

Location: On water.

The Instructors, Coaches, Support Boat and Mark Boat personnel involved in a training activity or event will provide forward communications and assistance as requested by the Chief Instructor or Race Officer.

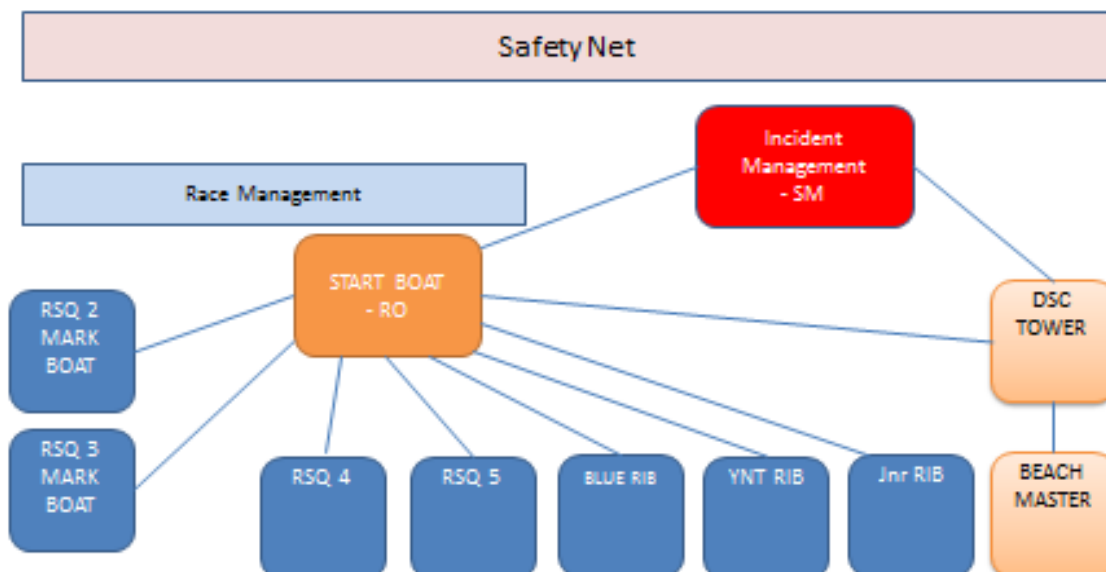
Location: On the water.

Incident Management Team (IMT) members undertake responsibilities as directed by the Incident Manager, such as maintain detailed log books, maintain listening watch on HF, VHF, TV and domestic radio and any other duties as directed by the Incident Manager.

Location: Varies

DSC RADIO-NET

VJD293



5 MAJOR ON-WATER INCIDENT PROCEDURES

The SM will immediately assume the role of Incident Manager (IM) and will immediately take charge of the incident and remain close to radio and telephone communications.

In the event that the SM is not present at DSC, their duties shall be taken over by the Race Officer/Chief Instructor or a flag officer;

Immediate action must be taken by the Race Officer to remove any people from danger, render emergency first aid and report back to the IM;

Having ascertained the nature of the incident, the damage or threat to humans, the IM, will contact the appropriate emergency services for assistance

For accident involving **serious injury or death** the following need to be contacted:

- a) 000 (Operator will direct the call to the relevant agency)
- b) Transport Safety NT

For **fire and explosions**, the following need to be contacted:

- a) 000 (Operator will direct the call to the relevant agency)
- b) Transport Safety NT - Marine & Safety Branch
- c) WorkSafe

For **sinking of vessel(s) and/or fuel spillages**, the following need to be contacted:

- c) 000 (Operator will direct the call to the relevant agency)
- d) Transport Safety NT - Marine & Safety Branch
- e) EPA
- f) *A marine incident report must be completed by DSC and forwarded to Transport Safety NT – Marine & Safety Branch.*

5.1 ON-WATER INCIDENT MANAGEMENT CENTRE

The On-Water Incident Management Centre (IMC) for Darwin Sailing Club is located in the Sailing Office

The IMC will be set up with the following during all activities

- a) Copy of Incident Management Plan
- b) Computer, with internet access and BOM weather radar and MetEye pages open
- c) Phone
- d) TV
- e) Domestic Radio
- f) Relevant charts
- g) VHF Receiver
- h) Stationary including suitable log and notebooks for record keeping
- i) Pens, pencils and highlighters
- j) Whiteboards and pens
- k) Key Organisation and personnel contact details
- l) Full details of participating yachts including emergency contact list for each yacht, safety and support boat.

5.2 INCIDENTS INVOLVING RESCUE

The first priority of a rescue is the safety of themselves, then that of competitors/students. Boats are very much a third consideration.

Where a rescue is required the Patrol Boat is to carry out the required rescue in accordance with the following procedure:

- a) A rescue is to be undertaken where a rescue is deemed necessary by the safety boat skipper, bearing in mind rule 41 which effectively disqualifies a boat if outside assistance is rendered
- b) A rescue should not be attempted if it would endanger the life of crew or the Safety Boat
- c) Where a rescue is not attempted pursuant to the above, the Patrol Boat skipper should immediately inform the RO/CI or IM of the decision not to attempt the rescue
- d) Should the patrol boat crew be unable to locate a participant/student in the event of a capsize, the DSC tower should immediately be informed, and a search commenced for the missing competitor/student.

5.3 INCIDENT INVOLVING INJURY

On reaching a competitor, the competitor's injury is to be assessed.

- a) Competitors who are seriously injured and require the urgent medical attention are to be taken aboard the Safety Boat if safe for the patient, then the safety boat is to proceed; immediately to the DSC Northern boat ramp with the DSC Tower and the RO being advised as soon as practicable. First aid should be rendered whilst underway.
- b) If emergency services are required, the Safety Boat should contact the RO or SM as soon as possible for them to contact 000.

5.4 INCIDENT INVOLVING TOWING

All DSC training vessels are fitted with a tow line. In the case of a missing towline the Patrol Boat's towline should be passed to the sailor's boat to be passed twice around the mast and then held by the student so that it can be quickly released if required.

- a) On the Patrol Boat the tow line should be passed twice around a stern cleat or towing bridle and then held by one of the Patrol Boat's crew to enable a quick release if required.
- b) Where a boat is disabled to the extent it is unable to proceed to harbor/shore unassisted, the Safety Boat is to take the competitor's/participant's boat in tow; Sailor's should be asked to secure sails, sheets and lines and the mast and boom in the event of a dismasting before the boat is towed; The tow should not be undertaken until permission is given by the RO;
- c) The participant's boat should be towed either to the on race course Mother Boat (when used) or to the harbor or beach as directed by the RO or SM.
- d) Safety Boats should return to the course unless the RO or SM has asked the Safety Boat to remain ashore.
- e) In the event of a yacht having to be abandoned and sailor removed, a 'crew taken line' shall be attached to the vessel to alert any other boats that the crew is safe. These are available in all DSC Safety Boats.

5.5 ABANDONMENT OF SAILING

The following procedures are to be implemented in the event that a Principal Race Officer notifies that racing is to be abandoned (code flag N over H with three sound signals):

The decision to abandon should be determined after considering the following factors:

- wind base, gusts, and direction
- sea state
- competency of sailors
- any other contributing factors

5.5.1 STAGE 1 – WINDS 0 TO 33 KNOTS

The Radio Room Operator to:

- Monitor and log all radio traffic
- Supervise the sign off process until all students/participants are accounted for
- Check that all DSC Boats on course have returned safely.
- All patrol vessels to remain afloat until all sailors are safely ashore

5.5.2 STAGE 2 – WINDS ABOVE 33 KNOTS

- The DSC Radio Room Operator to monitor and log all radio traffic.
- Two club members/staff to man the lookout, noting the numbers of boats in distress and if they are being attended to.
- The DSC Tower to list boats on Situation Board – Sail Number, Class, Skipper/Crew, Status, and Located & Recovered
- The PRO to appoint someone to supervise the sign off process until all participants are accounted for:
- When it is considered that rescue operations have been completed, the PRO to check that all skippers and boats are accounted for.
- Advise all DSC craft on the race course when rescue operations are completed;
- Check that all DSC Boats on the race course have returned safely.

5.5.3 STAGE 3 – ABANDONED BOATS

When conditions have deteriorated to an extent that with poor visibility, heavy seas making boats untowable and sailing impossible, students/participants must leave their boats and be transferred to rescue craft:

- The PRO in consultation with the RO, will declare that all boats should be abandoned and that crews are to be picked up by DSC vessels in the training area
- The DSC Radio Room Operator to monitor and log all radio communications
- The PRO to advise the Volunteer Coastal Patrol and the NT Water Police of action taken
- The DSC Tower to maintain a constant look-out and maintain 'Situation Boards' and regular contact with Beach Master
- Co-opt additional rescue/research vessels as required
- When it is believed that the rescue operations have been completed, the PRO to check that all sailors are accounted for
- Advise all DSC vessels on the racecourse when rescue operations are complete
- Check that all DSC vessels and crews have returned safely
- Complete marine incident report and file with Transport Safety NT

5.6 MISSING SAILORS

In the event of a sailor missing and unable to be located the following procedure shall be implemented:

- a) Sailing Manager and General Manager to be notified immediately
- b) All racing to be abandoned and all sailors to return to shore (Code flags N over H with 3 sounds);
- c) All patrol and support craft to remain afloat including coach boats to assist in locating missing sailor until rescue coordination is handed over to NT Police
- d) The Radio Room Operator to monitor and log all radio traffic
- e) The Sailing Manager is to contact NT Police to request assistance. This is then likely to be directed to the Water Police

- f) Two club members/staff to man the lookout, noting the numbers of boats in distress and if they are being attended to
- g) The Sailing Manager to appoint someone to supervise the sign off process until all participants are accounted for
- h) When it is considered that rescue operations have been completed, the Sailing Manager to check that all skippers and boats are accounted for
- i) The Incident Manager will advise all DSC craft on the course when rescue operations are completed or advised to stand down.

5.7 POST INCIDENT

At the completion of the incident each person should complete an Incident Report Form before leaving the Club. A suitable area, away from distractions will be provided for this.

Personnel should be briefed on what has happened, the Club's policy on media comment and who the Club has designated as the media contact person and asked not to comment outside those guidelines.

All rescuers, incident management team members, other participants and spectators should be shielded from media, especially at and when leaving the club.

Keep the incident log safe for future reference as required

Arrange a debrief for all staff and volunteers, and identify any additional welfare needs (e.g. counselling or rewards)

Use information gained from the debrief to review and update the Emergency Action Plan

After the incident, review and critique your safety procedures and equipment

PART C: MINOR ON-WATER INCIDENTS

When minor incidents occur in the workplace it is important that we still follow a procedure for dealing with it and record what has happened in order to avoid it happening again if possible.

What to do in the event of a minor accident:

- a) The injured person should be brought ashore and first aid administered if required.
- b) The main First Aid Kit is located in the Sailing Office.
- c) Safety boats carry smaller first aid kits.
- d) The Head instructor, and Principal hold a full list of people with First Aid training. This is also displayed on the Sailing Office notice board. The Sailing Office also holds the names and groups of all students and contact numbers of their parents/guardians or next of kin.
- e) The Head Instructor or Principal must be informed about any accident, however minor it seems, and details must be entered in the accident report file kept in the Sailing Office as soon as possible by the person who dealt with the accident.
- f) Any emergency incidents should take precedence over other communications and activities.
- g) Any serious incident or developing safety problem is to be promptly reported to the Head Instructor or Centre Principle.

- h) The Head Instructor will assess the situation and if necessary, call for outside assistance.

PART D: ON-LAND INCIDENTS

6 MAJOR ON-LAND INCIDENT PROCEDURES

6.1 ARMED OR DANGEROUS INTRUDER

Do Not Provoke or Confront The Intruder

Any Person Directly Confronted:

- Be deliberate in your actions
- Be reasonable slow in handing over keys, money or information (your personal safety is priority number one)
- If possible, move the situation to a less populated location
- Observe the following information about the offender:
 - a. Height
 - b. Weight
 - c. Age
 - d. Clothing
 - e. Accent
 - f. Speech difficulties
 - g. Tattoos or similar body markings
 - h. Jewellery

First person on Scene:

- Without drawing attention to yourself, warn others
- Without drawing attention to yourself, notify a Duty Manager
- Restrict access to others
- Call 000
- Do not approach the intruder
- Evacuate quickly and quietly
- If possible, observe the following information about the offender:
 - a. Height
 - b. Weight
 - c. Age
 - d. Clothing
 - e. Accent
 - f. Speech difficulties
 - g. Tattoos or similar body markings

h. Jewellery

Manager on Duty:

- If possible and safe to do so, assist first person on scene
- Call 000 if not already done by first person on scene
- Ensure the General Manager has been notified

General Manager:

- Contact 000 if not already done
- Seek details of intrusion
- Determine the need of further evacuation and the safest assembly area
- Marshall patrons and employees away from emergency area
- Provide details and assist police on arrival
- Ensure incident report form is completed

6.2 BOMB THREAT OR HOAX

If A Suspicious Article Is Discovered Do Not Touch or Move It

Person Receiving Call:

- Attract someone's attention to notify the duty manager
- Advise only your duty manager or General Manager of the threat
- Keep caller on the line
- Do not hang up telephone
- Remain at the telephone until relieved
- Complete the telephone Threat checklist <https://www.cdu.edu.au/sites/default/files/emergency-management/docs/phone-threat-checklist.pdf>

Manager on Duty:

- Call 000 to notify the police immediately
- Ensure that radio transmitters are not used in the vicinity of the telephone receiving the call.
- Never ignore the threat
- If possible, relieve the person receiving the call to allow them to complete the bomb threat checklist
- Assess the need to evacuate the site
- Ensure the incident report form is completed

All other Employees and Patrons:

- Evacuate when instructed
- Take bags and personal items if directed
- Report any suspicious items to the Manager on Duty

6.3 EXPLOSION RESPONSE

First Person on Scene:

- If it is safety to do so and you have the necessary skills, switch off gas and electricity
- Remove injured persons to safety
- Call 000
- Assess the situation and notify a Manager on Duty
- Vacate the immediate area to a safe distance
- Prevent other people from entering the hostile area

Manager on Duty:

- Call 000 if not done by first person on scene
- Assess the situation and ensure that an alarm has been raised
- Assist with the removal of injured persons if safe to do so
- Determine the need for evacuation of the area, conduct the evacuation if necessary

General Manager:

- Evaluate the emergency situation
- Confirm that emergency services contact has been made
- Establish an emergency control centre
- Assist with the identification of injured persons
- Assis the emergency services as requested
- Ensure that an incident report is completed

6.4 ON-SITE VEHICLE ACCIDENT

First Person on Scene:

- Assess the situation and check for entrapment
- Turn off vehicle engine
- Check for fuel leakage
- If possible, engage vehicle parking brake
- Call 000
- Commence First Aid if possible and safe to do so
- Contact the Manager on Duty

Manager on Duty:

- Call 000 if not done by first person on scene
- Assess the situation and ensure that the appropriate alarms have been raised

- If safe to do so, remove any injured parties from danger and continue first aid
- Keep other employees and patrons clear of the accident area

General Manager:

- Determine the seriousness of the situation
- Confirm that the appropriate emergency services have been contacted
- Assist the emergency services as requested
- Ensure that an Incident report is completed

6.5 TERRORISM ACTIVITY OR SUSPICION

First person on Scene:

- Notify Manager on Duty or Event Coordinator

Manager on Duty:

- Contact 000
- If it is suspicious activity, call the National Security Hotline 1800 123 400
- Follow the instructions issues from the relevant emergency services

Manager on Duty or General Manager:

- Comply with all relevant instructions from emergency services
- Confirm that the appropriate emergency services have been contacted
- Assist the emergency services as requested
- Ensure that an incident report is completed

6.6 ACTIVE SHOOTER

Any Person in Immediate Area:

- Escape from immediate area
- If safe escape is not possible, hide in a lockable and/or secure area
 - a. Move heavy furniture to cover doorways and windows etc
 - b. Move away from windows and doors
 - c. Use items to create a place of cover
 - d. Avoid open areas
 - e. Remain quiet
- Turn mobile phone to silent
- If safe to do so call 000

Only as a last resort and if you are in immediate danger, disrupt or incapacitate the active shooter

First person on Scene:

- Without drawing attention to yourself, warn others
- Without drawing attention to yourself, notify a Manager on Duty
- Restrict access to others
- Call 000
- Do not approach the active shooter
- Evacuate quickly and quietly if safe to do so
- If possible, observe the following information
 - a. Height
 - b. Weight
 - c. Age
 - d. Clothing
 - e. Accent
 - f. Speech disabilities
 - g. Tattoos or similar body markings
 - h. Jewellery
- Commence first aid to any victims if safe to do so
- Await arrival of police

Manager on Duty:

- Assist the first person on the scene
- Call 000 is not already done by first person on scene
- Ensure that the General Manager has been notified
- Await arrival of police

General manager:

- Contact 000 if not already done so
- Seek details of incident
- Determine the need for further evacuation to create a safer perimeter
- Marshall patrons and employees away from the emergency area
- When police arrive provide details and comply with police instructions
- Ensure incident report is completed

6.7 HOSTILE VEHICLE

Any Person in Immediate Area:

- Escape from the immediate area
- If sales escape is not possible, move to an area not accessible by the vehicle
- If possible, keep the vehicle in eye sight

- a. Identify if it is turning around and returning
- b. Identify the offending vehicle, driver and occupants
- c. Continue to stay away from the vehicle

- If safe to do so, call 000

Only as a last resort and if you are in immediate danger, disrupt or incapacitate the hostile vehicle driver

First Person on Scene:

- Call 000
- Restrict access to others
- Notify a Manager on Duty
- If possible, observe the following information about the offender:
 - Height
 - Weight
 - Age
 - Clothing
 - Accent
 - Speech Difficulties
 - Tattoos or similar body art
 - Jewellery

Manager on Duty:

- Assist the first person on scene
- Call 000 if not already done so
- Ensure that the General Manager has been notified
- Await arrival of Police

General Manager:

- Seek details of incident
- Determine the need for further evacuation to create a safety perimeter
- Marshall patrons and employees away from emergency area
- When police arrive provide details and comply with police instruction
- Ensure incident report form is completed.

6.8 FIRE RESPONSE

General Fire Action Guidelines:

- a) Raise the alarm – Manager and or (000)
- b) Secure the area
- c) Call for back up

- d) If safe to do so approach with extinguisher and apply to fire
- e) If not safe to approach clear the area and wait for emergency services
- f) Complete incident reports as required
- g) Assist with investigation of the incident as required

The Muster point of the club is the Carpark.

6.9 MEDICAL EMERGENCY (FIRST AID)

General Fire Action Guidelines:

- h) Danger
- i) Response
- j) Send for help (Call 000)
- k) Airway
- l) Breathing
- m) Circulation
- n) Defibrillation
- o) Report incident and investigate

PART E: INCIDENT REPORT FORMS

Below are the Incident report forms used for all departments of the club.

This incident investigation form is to be used when an injury occurs on-land (house). If no injury has occurred, then the Staff Incident Report form should be used.

The image shows two versions of the 'INCIDENT INVESTIGATION FORM' from the Darwin Sailing Club. The left form is for 'On-land (house)' incidents and includes a body diagram for injury reporting. The right form is for 'On-water (boat)' incidents and includes a checklist for boat safety and a section for 'On-water (boat)' incidents.

Sailing & Training Incident Report form is to be used in both the sailing and training department. (See appendix B)

House Incident Report Forms are to be used if there is any issue regarding the house operations, such as removing g someone from the venue, or a boat is seen sinking in the bay. 9See Appendix C)

APPENDIX A – EMERGENCY CONTACTS

In the event of an emergency always call 000 or 112 from mobiles

EMERGENCY CONTACTS	
Darwin Port	VHF 10
	Darwin Shipping - 8919 0821
Marinas	Cullen Bay – VHF 11
	Bayview Marina – VHF 68
	Tipperary Marina – VHF 8
Emergency Services	Emergency – 000 or 112
	NT Police – 131 444
	NT Fire & Rescue – 8946 4107
	NT Water Police – 13 14 44
Australian Sailing – NT Office	Club Services Officer - Claire Hall – 0467 307 234
Darwin Sailing Club	Sailing Manager – Kelly Wilson - 0451 013 400
	Rear Commodore Sailing – Ed Vincent - 0417 520 591
	Rear Commodore Training – Ingo Niemeier – 0419 865 138
	General Manager – Lee Harris – 0420 636 401
	Commodore – Lucille Panting – 0414 981 749

APPENDIX B – SAILING & TRAINING INCIDENT REPORT FORM

INCIDENT REPORT FORM – SAILING & TRAINING					
Separate forms to be completed by Instructor/RO, injured person/ their parent/guardian and witnesses etc. All to be completed before leaving the Darwin Sailing Club and verified by signature of the Centre Principle					
Date:		Time of Incident:		Group:	
Instructor/RO:		Signature:			
Weather Conditions:					
Name of Person Injured:					
Address:					
Phone:		Email:			
Name(s) of other participants in the group:					
Name of other Crew/Assistants/Witnesses to Incident:					
Brief description of incident including nature of injury:					
Include sketch of incident (including positions of boats if applicable) on back page →					
Actions taken:					
Recommendations:					
Signature of Participant:		Date:		Time:	
Signature of Principal:		Date:		Time:	

APPENDIX C – HOUSE INCIDENT REPORT FORM

INCIDENT REPORT FORM - HOUSE			
All incident reports are to be emailed to the general manager once completed and filed in the staff incident report folder.			
Name of staff member reporting:		Manager on duty:	
Date of incident:		Time of incident:	
Person(s) involved:			
Witness(es):			
Description of incident (attach separate sheet if required):			
Actions taken (list emergency services if required):			
Signature of reporter:		Signature of manager:	
Date:		Date:	