



**Blackwater U3A
Accident/Incident Form**

(Vn 1.2)

Date Form
Received:

Name of injured party/address/telephone number :

Name/address/telephone number of others involved :

Date/time of incident/accident :

Location :

Injury details/Property damage :

Name/address/telephone number of person causing injury/damage :

Witnessed by :

Address :

Telephone number :

Action taken :

Was any specialised assistance required at the scene? If so give details.

Was medical advice sought afterwards? If so give details.

Name of BU3A Group

Name of Group Leader Telephone number.....

Signed (group leader) Signed(injured party)

Date Form Completed

Emergency Information Needed by a 'Phone-for Help' Person

Gather as much information as possible, but do not delay summoning help.

The Nature of the Emergency:-

Be prepared to give the Emergency Services the following information:-

We are at: (Address, Post-code, etc)

Our Contact Phone number is:-

Number of Casualties:-

Details of any hazards:-

Casualty Details:

Names:

Gender: :.....

Approximate Age(s):

Their Condition:

Ask for the estimated time for arrival of emergency service.

Stay in phone contact with emergency service.

Helpers to meet emergency services should be all possible entrances to the site. They can then lead them to the incident.

Ensure everyone not involved is a safe distance from the incident.