



NPAQ Incident Report form

Danger, Response, Send for Help, Airway, Breathing, Circulation, Defibrillation

In an emergency, call 000 or 112 (mobiles)

Date of Incident:		Time of Incident:	
Activity Title:			
Activity Leader:			
Activity Location: (exact location – map, map datum & map coordinates)			
Number in party (TOTAL):		Experienced:	Intermediate:
Trip Emergency Contact person:			
Trip Emergency Contact person phone number:			
Person completing Incident Report:			

Person Requiring Assistance:

Name:		Male:	Female:
Address:			
Emergency contact (1):		Emergency contact (2):	
Emergency contact (1) Phone:		Emergency contact (2) Phone:	

Details of Incident: (circle relevant conditions)

Delay	Lost party	Injury	Snake/ Insect bite	Illness	Fall	Unconscious	Hyperthermia (high body temp)	Hypothermia (low body temp)	Other
Primary Injury/Situation:									
Secondary Injury(ies):									
Witness/es details:									

Overall Condition of person: (circle relevant conditions)

Good	Fair	Poor	Serious	Critical
Any additional information:				

Action Taken:

First Aid	CPR	Immobilised	Stabilised	Search	Party Sent for Assistance
Details of action taken:					

Party sent for Assistance: (if required)

Date:	Time:	Number in party:
Assistance party leader:		
Contact number:		
Names in assistance party:		

*** Have you done anything to prevent a recurrence? Is anyone else in immediate danger?**

Further Assistance Required:

First Aid	Medical	Medication (Personal)	Personnel (Search/Rescue/Recovery)
Details:			

Conditions at Incident location:

Terrain at Site of Incident (circle all relevant conditions):							
Open	Watercourse	Closed Canopy	Open Canopy	Rocky	Steep	Ridge	Mountain
General Description:							
Weather Conditions at Time of Incident (circle all relevant conditions):							
Warm	Sunny	Windy	Foggy	Cloudy	Rainy	Cool	Cold
Additional Information:							

Planned Action: (go to *Planned Action* page for further details)

Remain at Site	Evacuate
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Other:

Where was person taken for further treatment (if any):
What was the final outcome of the incident:
What actions were taken immediately following the incident to prevent recurrence:
Describe any long-term action required, to prevent a recurrence/any other lessons learned:

Emergency Contacts: **000 or 112 (mob)** for Police, Ambulance, Fire and Rescue

Secondary Contacts:

NPAQ Contacts

Name	Position	Contact no.
Frank Freeman	Activities Convenor	0427 655 514
Laurelle Lowry	Activities Treasurer	0480 153 617
Susanne Cooper	NPAQ President	0423 783 022
Samantha Smith	Operations Manager	0416 813 105
NPAQ Office		07 3367 0878

Federation Mountain Rescue Contacts

Name	Mobile	Home
Doug McDonald (President)	0428 462 950	07 3395 1367
Peter Rollings (Secretary)	0448 817 575	07 3287 6837
Judy Moody-Stuart (Treasurer)	0408 874 315	07 3206 8787

** Have you done anything to prevent a recurrence? Is anyone else in immediate danger?*

PLANNED ACTION – Remain at Site: (Items you need to consider, if you decide to stay)

Equipment (quantity) available at Site of incident:

First Aid Kits	Tents	Sleeping Bags	Torches	Stoves & Fuel	Food	Water	Ropes
Other Equipment:							

Requirements at site of incident:

(Food/water/tents/matches/warm clothing/ etc. & quantity)

Control Base Camp location:

(Map, Map Datum, Map Co-ordinates, Address and /or Directions)

PLANNED ACTION – Evacuation: (Items you need to consider, if you decide to evacuate)

Evacuation Plan:

Walking Out	Carrying Out	Stretcher	Ambulance	Helicopter	Other
Additional information:					

Evacuation to:

Track	Road	Track Junction	Shelter	Natural Feature	Other
Additional information:					

Additional information (include best route to return and additional info on situation):


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**REVIEW**

|                  |       |
|------------------|-------|
| Reviewed by:     | Date: |
| Comments:        |       |
|                  |       |
|                  |       |
| Action Required: |       |
|                  |       |
|                  |       |
|                  |       |

*\* Have you done anything to prevent a recurrence? Is anyone else in immediate danger?*