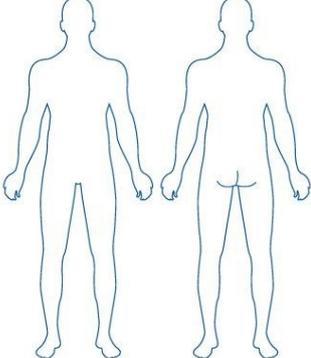


Incident Report for Accommodation

1. General information

Seriousness of incident: accident _____ near accident _____ other _____
Date of incident _____ reported by _____
Place of incident _____
Description of incident _____
Actions taken by leader _____

2. Personal information — Please note that one form should be used for each person

Name of guest _____ tel. no. _____ email _____
Description of injury _____
<p>Please indicate the position of injuries on the drawings provided:</p> <p>Was the person transferred to hospital? yes _____ no _____</p> <p>Person involved refused hospital treatment yes _____ no _____</p> <p>Transported by ambulance? yes _____ no _____</p> <p>Any other type of transport? _____</p> <p>Were the police called to the scene? yes _____ no _____</p> <p>Other rescue teams involved, which? _____</p> <p>_____</p>


3. Guests

Were any other guests in need of trauma support? yes _____ no _____

Was trauma support offered? yes _____ no _____ Guests declined _____

Other actions taken concerning guests _____

Witnesses to the accident:

Name _____ tel. no. _____ email _____ nationality _____

Name _____ tel. no. _____ email _____ nationality _____

Name _____ tel. no. _____ email _____ nationality _____

4. Organisation

Were directors of the company notified? Who? _____

Time of notification _____

Was the insurance company notified about the incident? yes _____ no _____

Other details which must be noted

Signature of person filing in the report

Signature of tour leader, if other

Actions taken in the wake of the incident, if any:
