

Incident Reporting Form

The incident reporting form should be completed for any incident which:

- occurs on or adjacent to the Bruce Trail, or
- occurs on BTC-managed property, or
- occurs at a BTC led or organized activity, or
- involves a volunteer or staff member who has an incident while on BTC business.

An incident is defined as:

- any injury that requires medical treatment in a hospital, or
- a death, or
- a situation in which Emergency Services (Police, Fire, Emergency Medical Services) are called, if any such injury, death or situation occurs on or adjacent to the Bruce Trail, or occurs on BTC-managed property, or occurs at a BTC led or organized activity, or
- property damage caused by a BTC organized activity.

Complete this form with the information that is available or becomes available

Incident Description – Personal or Property	Incident #
Date and time of the incident	
Location and relationship to the Trail Legal description and ownership of property on which incident occurred (if known), include applicable property type: Provincial Park/Reserve, Federal Park, Conservation Authority land, municipal land, OHT land, BTC land, private property	
Person(s) involved in the incident: <i>(attach additional sheet if necessary) include:</i> Name, Address, Telephone # Age, Occupation, Medical Condition of the Injured party (if any) Property Damage (if any)	
Witness(es): Name(s), Address(es), Telephone #(s)	
BTC activity () Yes () No Other organized activity () Yes () No Specify:	
Purpose for using or accessing the trail / property	
Weather conditions at the time of the incident	
General circumstances of incident	
Any previous accidents/incidents in general area	
Warning or other signage in the area	
Information about the circumstances from police and/or other agencies <i>(Attach reports as they become available)</i>	
Other comments	
Names of persons providing information for this report	
BTC contact person regarding incident	