

Incident Report Form

An Incident Report Form (IRF) shall be completed and filed for any incident of collision, swamping, personal injury, and/or damage to equipment either on or off the water. It is the responsibility of the parties involved to file IRFs. Additionally, anyone who observes a breach of the Island Park Rowing Rules or a situation which they consider to be unsafe may file an IRF. **The IRF should be completed as soon as possible (and in any case within 24 hours) and deposited in the IRF mailbox in the Boathouse.** IRFs on safety incidents will be periodically reviewed by the Safety Committee. IRFs on equipment damage and boathouse issues will be periodically reviewed by the Boathouse Manager.

Incident Date: _____ **Day of week:** _____ **Time:** _____ am/pm

Your Name: _____ **Phone Number:** _____

Circle all that apply:

Type of Incident: collision, near collision, swamping, traffic pattern violation, equipment damage, other

Wind: negligible wind, some wind, strong wind, whitecaps

Current: negligible current, some current, strong current

Air temperature: 20s, 30s, 40s, 50s, 60s, 70s, 80s, 90s

Visibility: full darkness, partial darkness, full daylight, fog

If not full daylight, did all boat(s) have lights? _____

Serious injuries requiring medical care? _____

Minor injuries? _____

Property damage? _____

Describe the incident in detail. Include a diagram if appropriate.

Signature _____ **Date** _____