



### Near-miss and lost or damaged Property/Equipment

A **near-miss** incident is a "close call" – a dangerous situation where safety was compromised without significant injury, and/or a Rule that was not followed. A near miss also includes any Rule that was not followed or any situation where a person or group became lost.

Department:  Outdoor Schools  Outdoor Programs  Summer Camp  Asset/Kitchen/Administration

Person involved is: participant  staff  teacher or group-leader  volunteer  other: \_\_\_\_\_

If School or Community Group, name: \_\_\_\_\_

Full name of Staff member reporting from the Incident Scene: \_\_\_\_\_

Position: \_\_\_\_\_ Date ( dd / mm / yy ): \_\_\_\_\_ Time of day (circle AM / PM ): \_\_\_\_\_

Person involved – full name, if applicable: \_\_\_\_\_ Age: \_\_\_\_\_ Check: Female  Male

Location, general (for example: mainsite CCH, Outpost, on OT, etc.): \_\_\_\_\_

Location, specific (for example: corrals, pool, Bald Drumlin, OR, if on OT, give local name, map name/number & GR): \_\_\_\_\_

Incident description (provide relevant details: distances, times, sizes, sequence of events, etc., to present a clear picture of the incident – please avoid presumptions; use observed events; Include a diagram if that would be helpful – see other side of sheet for diagram):

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Describe what you believe to be contributing factors: \_\_\_\_\_

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Describe any significant lessons learned from this incident:

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Describe a SPECIFIC new pro-active approach(s) to avoid a similar situation:

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Describe a SPECIFIC developed response(s) should a similar situation occur again:

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**Diagram(s)** if applicable:

Coordinator/director: \_\_\_\_\_ Signature: \_\_\_\_\_ Date ( dd / mm / yy ): \_\_\_\_\_  
Department manager: \_\_\_\_\_ Signature: \_\_\_\_\_ Date ( dd / mm / yy ): \_\_\_\_\_  
General Manager: \_\_\_\_\_ Signature: \_\_\_\_\_ Date( dd / mm / yy ) : \_\_\_\_\_

**Department Manager / Full-time Director:**

Person Involved – Telephone number: #1. \_\_\_\_\_ #2 if applicable: \_\_\_\_\_

Person involved – Parent(s) Name(s) (if under 18 yrs.): #1. \_\_\_\_\_ #2. \_\_\_\_\_

Person involved – Permanent Address: \_\_\_\_\_

Code 1 (EMS was called, or missing participant)  Code 2 (Minor injury/illness)  Code Red (Fire)  Code 3 (other)

Follow-up notes by Full-time Director (include telephone numbers, names, dates, notes to EACH follow-up communication; attach extra sheets if required):

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