

## Incident Report Instructions

Trip leaders are responsible for reporting all significant incidents and illnesses immediately after the field trip using the Incident Report. The leader may call the *Broads* office to verbally report, if preferred.

The Incident Report must be filed for:

- Any incident that requires search, rescue, or evacuation
- Any injury that requires advanced first aid or evacuation for medical evaluation
- Any injury or illness that could have future complications or require medical attention after the trip
- Any fatality

An Incident Report is not required for:

- Minor injuries such as scratches, bruises, blisters, minor falls, etc.
- Illnesses not likely to have future complications

Call the Broads office immediately after the trip to report this incident and mail the original to the office.

If you feel there are circumstances that need to be addressed, but that do not merit an incident report, please call the office to share any concerns.

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