

Accident/Incident Report Form FM 01

Developed by the American Camping Association ®

(Fill out 1 on each incident or person)



Camp Name: Camp Alexander

Date: _____

Address: 1783 Rd P5, Emporia, KS 66801

Name of person involved _____ Age _____ Sex _____ Camper Staff Visitor
Last First Middle

Address _____ Phone _____
Street & Number City State Zip Area/Number

Name of Parent/Guardian (if minor)

Address _____ Phone _____
Street & Number City State Zip Area/Number

Name/Addresses of Witnesses (You may wish to attach signed statements.)

- 1. _____
- 2. _____
- 3. _____

Type of incident Behavioral Accident Epidemic illness Other (describe)

Date of Incident/Accident _____ Hour _____ a.m. p.m.
Day of Week Month Day Year

Describe the sequence of activity in detail including what the (injured) person was doing at the time _____

Where occurred? (Specify location, including location of injured and witnesses. Use diagram to locate persons/objects.)

Was injured participating in an activity at time of injury? Yes No If so, what activity? _____

Any equipment involved in accident? Yes No If so, what kind? _____

What could the injured have done to prevent injury? _____

Emergency procedures followed at time of incident/accident _____

By whom? _____

Submitted by _____ Position _____ Date _____

Phone number _____

Medical Report of Accident

Were parents notified? Yes No By Writing Phone Other _____
By whom? _____ Title _____ When _____
Time Date

Parent's Response _____

Where was treatment given (check and complete all that apply)?

At Accident Site: Where? _____ By whom? _____
Treatment given _____ Date _____

Camp Health Service: By whom? _____ Title _____
Treatment given _____ Date _____
Released to Camp Activities Home Other _____ Date _____

Doctor's Office: By whom? _____ Title _____
Treatment given _____ Date _____
Released to Camp Activities Camp Health Service Home Other _____

Hospital: By whom? _____ Title _____
Was injured retained overnight in hospital? Yes No If so, which?
Where? _____ Date _____ Out-patient In-patient
Name of physician in attendance _____
Date released from hospital _____
Released to Camp Home Other _____

Comments _____

Persons notified such as camp owner/sponsor, board of directors, etc.

Name	Position	Date
_____	_____	_____
_____	_____	_____
_____	_____	_____

Signed _____ Position _____ Date _____

Office Use Only

Describe any contact made with/by the media regarding this situation _____

Insurance Notification

By Parent Camp

Name of Insurance Company

Date

1. Parent's Insurance
2. Camp Health Insurance
3. Worker's Compensation
4. Camp Liability Insurance

_____	_____
_____	_____
_____	_____

Signed _____ Position _____ Date _____