

Incident Report Form

Report Status (circle one) DRAFT FINAL

Submitted by _____

Date of incident _____

Time of incident _____

Location _____

Weather conditions including available light _____

Vessel(s) involved (by name) _____

People involved (rowers (cox name(s)), safety officers/coaches, observers):

Description of incident (activity/activities in progress at time of incident):

Description of incident (immediate actions taken in sequence (note times)):

Description of incident (follow-up activities including reporting to BIR Executive Committee):

Determination of contributing and root causes of the incident [To identify the root cause, ask, for each "initial" root cause stated, "why?" If the answer remains the same, the actual root cause has been identified.]

1. .

2. .

3. .

4. .

5. .

6. .

Resolution(s)