



**ALPINE CLUB
OF CANADA**
**CLUB ALPIN
DU CANADA**



Occurrence (Incident and Near-Miss) Reporting Form

Please use this form to report incidents and near misses (occurrences) that happen on all section-sponsored activities/trips, as well as activities organized by the National Office. A copy of this report will be sent to your section chair, the safety committee and the ACC's Executive Director at National Office.

Please provide as much detail as possible about the occurrence, the conditions at the time and the actions taken by the group or outside rescuers. Pictures of the occurrence site and the exact location of the occurrence site are immensely useful for the reviewers. Please also feel free to submit emails with further details (in addition to this form) to office staff or submit this form electronically at <https://alpineclubofcanada.ca/mountain-safety/> or using the QR code above.

This form will use "Occurrence" in place of Incident /Near Miss

Was this occurrence a fatality or disabling injury?

If so it must be immediately reported to the Executive Director of the ACC by email, ed@alpineclubofcanada.ca.

Event Name:		Section Affiliation:	
Date of Report:	Date of Occurrence:	Time of Occurrence:	
Report completed by:		Email:	
Address:		Phone #:	
Trip Coordinator:		Rope Leader:	
Participants:			
Type of Activity(circle): Ice/Rock Climbing Mountaineering Hiking Skiing Other:			
Occurrence Type (circle) Near Miss Incident			
Location: (Description and exact map reference or GPS coordinates)			



Narrative Occurrence Description:
(More space at the end of form)

Other Witnesses:

Number of people involved in group:

Number Involved in Occurrence:

Conditions: (weather,
snow pack, ice,
loose rock,ect)

Equipment involved (ie ropes, placed protection, helmets, ect. If possible please preserve and photograph damaged equipment for analysis)



Significant Contributing Factors:	
Person Injured / At Risk Name(s):	Phone #'(s):
Address(es)	
Injury Description (if applicable)	
Treatment Administered:	
Rescue Description:	

Why did the incident occur (Biases, weather, overconfidence, poor communication etc)?



What was learnt?

How could this have been done differently to avoid a similar incident in the future?

Notes (please put additional information/comments here or continue an answer you didn't have room for above)