

# Incident Report

(complete and fax to broker **all** liability incidents)

The following questions need to be completed at the time of any incident for property damage or personal injury is notified to the Caravan Parks office.

1. Who reported the incident? \_\_\_\_\_
2. Time of Incident: \_\_\_\_\_ Date of Incident: \_\_\_\_\_
3. Date of Arrival: \_\_\_\_\_
4. Who was in control of the equipment involved in the accident? \_\_\_\_\_
5. How long was the area known to the claimant? \_\_\_\_\_
6. How did the incident occur? \_\_\_\_\_
7. Weather conditions: \_\_\_\_\_
8. Location of Incident: \_\_\_\_\_
9. Witness Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_
10. Address: \_\_\_\_\_
11. Were the police called: Yes / No Event Number: \_\_\_\_\_
12. Details of the injuries sustained: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## The Do's and Do Not's

- Do offer assistance that may help defuse any future problems
- Do offer complimentary stay in light of the unfortunate accident if a release form is signed
- Do pass on to the insurers any information received in relation to the incident
- Do make a note in the Park Diary at the time the incident is reported
- Do **not** distance yourself from the injured party
- Do **not** ignore any incident no matter how ridiculous they may seem
- Do **not** at any time admit liability

## What to keep on File

You should keep the following as they will be requested by the insurers if a claim eventuates.

- A report of all witnesses (preferably signed)
- Photos of the scene
- Accurate statement by the person who reported the incident
- Statement as to what was said by the injured party
- All particulars relating to person involved eg. Tourist, home address etc.