

## **BGTC INCIDENT REPORT FORM**

An "Incident" is a potential violation of the BGTC Range Rules or Standard Operating Procedures, other unsafe conduct, unauthorized persons on the range, unruly behavior, or any other generally unsafe range conditions. All Incidents should be reported by the person witnessing the Incident to a BGTC RSO, Officer or Director and an Incident Report filed with the Director of Range Safety.

Date and time:

Name:

Address:

Telephone Number (Day):

(Evening):

1. Describe nature of Incident:

2. Describe how the Incident occurred:

3. Describe any immediate action taken:

4. List individuals involved (include names, phone numbers, license plate numbers, etc.):

5. Notification of BGTC Officers, Directors or RSO (specify time, person contacted, and method):

6. Describe any actions taken to make the area safe:

7. Describe any actions taken to preserve the scene (equipment, photographs, etc.):

8. Witness Statements: Interview witness separately. Use additional sheets if needed.

9. Notes and Comments:

12. Incident Report Completed by:

Name:

Date

13. Disposition and follow-up:

Signature:

Date:

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## **WITNESS STATEMENTS**

Date and time:

Witness Name:

Address:

Phone Number (day)

Evening

Witness statement:

Witness Name:

Address:

Phone Number (day)

Evening

Witness statement: