

BGTC UNSAFE CONDITION REPORT FORM

An "unsafe condition" is a condition of BGTC club equipment, property, buildings or other non-life threatening situations including, but not limited to, gate problem, fires, water leaks, gas leaks, downed power lines, equipment breakage or malfunctions that can cause injury to persons or damage to property. All Unsafe conditions should be reported by the person finding condition to a BGTC RSO, Officer or Director as soon as possible and an Unsafe Condition Report Form filed with the Director of Range Safety.

Date and time of unsafe condition:

Name:

Address:

Telephone Number (Day):

(Evening):

1. Describe nature of unsafe condition:

2. Describe how the unsafe condition occurred:

3. Describe any immediate action taken:

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

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

6. Describe steps taken to make the area safe:

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

8. Notes and Comments:

12. UNSAFE CONDITION Report Completed by:

Name:

Date:

13. Disposition and follow-up:

Name:

Date: