

# Campground Slip-and-Fall Incident Documentation Form

Use within 24 hours of any reported fall · Campground Management

**This form is filled out the same day, every time, even for falls that look minor.** Insurance adjusters value contemporaneous documentation at near-zero from any source dated more than 48 hours after the incident. The form takes 15 minutes. The claim it defends takes years.

## 1. Incident Header

<b>Park</b>	_____	<b>Date of Incident</b>	_____
<b>Time of Incident</b>	_____	<b>Reported At</b>	_____
<b>Reporting Staff</b>	_____	<b>Manager Notified</b>	_____
<b>Site / Location of Fall</b>	_____		

## 2. Injured Person

<b>Full Name</b>	_____		
<b>Home Address</b>	_____		
<b>Phone</b>	_____	<b>Email</b>	_____
<b>Age</b>	_____	<b>Site Staying On</b>	_____
<b>Guest / Visitor</b>	_____	<b>Booking #</b>	_____
<b>Emergency Contact</b>	_____		

## 3. Witnesses

### Witness 1

<b>Name</b>	_____		
<b>Phone</b>	_____	<b>Site / Address</b>	_____

### Witness 2

**Name**

---

**Phone**

**Site /  
Address**

---

#### 4. What Happened (Person's Own Words)

Ask the injured person to describe the fall. Write down what they say, verbatim. Do not interpret or summarize. Quote directly.

" \_\_\_\_\_ "

" \_\_\_\_\_ "

" \_\_\_\_\_ "

" \_\_\_\_\_ "

" \_\_\_\_\_ "

#### 5. Condition Observations (staff observation)

- Wet surface (rain, spill, hose)
- Ice or frost
- Uneven walking surface (cracked pad, exposed root, raised seam)
- Step or threshold transition
- Lighting condition (good / poor / failed fixture)
- Footwear (flip flops, bare feet, heels, sneakers)
- Reported impairment (intoxication, vision, mobility)
- Obstacle present (hose, cord, child's toy, branch)
- Posted warning or sign present at location

#### 6. Photographs Taken (within 1 hour of incident)

- Wide shot of the location showing surrounding area
- Close-up of the actual surface or hazard
- Lighting condition photo (taken from injured person's approach)
- Any warning signs present (or noting absence)
- Footwear of injured person (with permission)
- Weather conditions (if rain or ice)

Photos stored at: \_\_\_\_\_

#### 7. Reported Injury and Medical Response

Injury reported: \_\_\_\_\_

Visible injury: \_\_\_\_\_

First aid offered?  Yes  No

Accepted?  Yes  No

EMS called?  Yes  No Time: \_\_\_\_\_

Transported?  Yes  No To: \_\_\_\_\_

Refused care?  Yes  No

#### 8. Park Actions Taken

- Area cordoned off until cause addressed
- Hazard remediated (describe): \_\_\_\_\_
- Warning sign posted
- Maintenance work order created
- Insurance carrier notified within 24 hours
- Photos uploaded to incident file
- Owner notified

#### 9. Sign-Off

**Reporting  
Staff  
Signature**

\_\_\_\_\_

**Date**

\_\_\_\_\_

**Manager  
Signature**

\_\_\_\_\_

**Date**

\_\_\_\_\_

**Injured person's signature (if willing).** Their signature does NOT release the park. It only acknowledges they reviewed what is written above.

**Injured  
Person  
Signature**

\_\_\_\_\_

**Date**

\_\_\_\_\_

---

**Disclaimer.** This template is provided by Campground Management as an editable starting point for park operators. It is not legal advice. Eviction, tenancy, liability, employment, and waiver law varies by state, by county, and by the operating structure of your park. Have a licensed attorney in your jurisdiction review and adjust this document before using it with guests, workers, or third parties.

© Campground Management · Free to use, modify, and brand for your park. Republishing the template for resale is not permitted.