



Sierra Club Incident Report Form Instructions

Trip leaders are responsible for reporting all incidents and illnesses **promptly** after the outing using this Incident Report Form. Failure to report incidents may jeopardize the leader and the Club. During the time of the incident, use the Patient Report or similar medical field assessment form. You can download both the Incident Report and Patient Report from the following extranet site: <http://mitchell.sierraclub.org/outings/Handbook/Forms/index.asp>

An Incident Report must be filed for:

- Any incident that requires search, rescue or evacuation.
- Any injury that requires major first aid.
- Any injury or illness that could have future complications. (i.e. animal bite, severe sprain, etc.)

An Incident Report does not need to be filed for:

- Minor injuries such as scratches and blisters.
- Other personal illnesses that will not likely have future complications even if the illness causes the person to leave the trip.

Please fax and mail in the original Incident Report including the following items:

- Sign-in sheet or Participant list
- Original Liability Waiver
- Participant Medical Form and/or Patient Report, if applicable

Please send your report to:

Fax reports to: (415) 977-5791 or (415) 977-5795

After faxing, mail reports to: Office of Risk Management, Finance Department
Sierra Club
85 Second Street, 2nd Floor
San Francisco, CA 94105

Life-threatening incidents/emergencies/fatalities that require rescue or evacuation should be reported immediately by telephone to the Sierra Club Outings Department at:

1-888-OUTINGS (888-688-4647)

*This revised Incident report replaces the three-page, carbon copy version. **Please discard any old Incident Reports (formerly known as Sierra Club Accident and Illness Report) and distribute this form to all of your Outings Leaders and administrative offices.***

Sierra Club Incident Report Form

1. Person making report _____ Date _____
Address _____ Phone _____

2. Identity of outing National ___ Group/Chapter ___ ICO ___ _____
Group/Chapter/ICO/Subcommittee name

Trip name/number _____ Group/Chapter/Subcommittee _____ Leader Name _____

3. Date of incident ___/___/___ Time _____ Weather conditions _____

4. Location of incident _____

5. Brief factual description of incident (state no **opinions** respecting cause) _____

6. Identity of ill, injured, or affected person _____ Sierra Club member? _____

Name _____ Age ___ Sex ___ Height ___ Weight _____

Address _____ Phone _____

7. Description of injury or illness _____

First aid given (including medication) _____

By whom _____

8. Copy of this report sent to appropriate outings committee overseer. Please check and provide information.

___ Chapter Outings Chair

___ Group Outings Chair

___ ICO Group Chair

___ Chapter Chair

___ Group Chair

___ Subcommittee Chair

Name and address: _____

9. Public agencies contacted regarding this incident: _____

Contact Person: _____ Phone number: (____) _____

10. Did incident require: ___ Immediate evacuation ___ Search and rescue

11. When, where, and by whom was the rescue agency contacted? _____

12. Please list all other persons or agencies involved in evacuation or search and rescue, including contact information (use additional sheet if necessary): _____

13. Has the family of the injured or affected person been notified? _____ If yes, by whom? _____

Family Contact: _____

Name

Address

Phone

Relationship

If this incident was a life-threatening injury/emergency or a fatality, report the incident by telephone immediately to the Sierra Club Outings Department at: 1-888-OUTINGS (888-688-4647).

