



Angeles Chapter - Sierra Club Incident Report Form Instructions

Trip leaders are responsible for reporting all incidents and illnesses **promptly**. Failure to report incidents may jeopardize the leader and the Club.

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.)
- Lost person(s), altitude sickness, hypothermia, problem participant, etc., or reoccurrence of prior condition that requires an emergency response, or compromise of the outings objectives for all or some participants.

An Incident Report does not need to be filed for:

- Minor injuries such as scratches and blisters.

Please include with your Incident Report:

- Sign-in sheet or Participant list
- Liability Waiver
- Emergency Report form if used.

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

Also Mail reports to Angeles Chapter Safety Chair, Angeles Chapter Office, and the sponsoring Group, Section or Committee's outings chair.

Life-threatening incidents/emergencies that require rescue or evacuation should be reported immediately by telephone to the Sierra Club Outings Department at **1-888-OUTINGS** (888-688-4647) during business hours (PST) or (415) 977-5629 after hours (PST). (Please use the after hours number only in a genuine emergency.)

This revised Incident report replaces all previous accident / incident reporting forms. Please do not use any old forms from the L TC program or those in the LRB. .

