



Sierra Club Incident Report Instructions Field Notes for Angeles Chapter

Sierra Club expects incidents to occur throughout your program and operations. All leaders and volunteers are expected to promptly report incidents in order for us all to learn and to continue to build a culture of safety. An Incident Report will be completed for any occurrence that threatens or causes personal or organizational loss including physical, emotional or property damage. Sierra Club also encourages the reporting of Near Misses where there was no loss or damage, but given a slight shift in time or position, damage or injury could have occurred.

Life-threatening incidents/emergencies/fatalities that require rescue or evacuation should be reported immediately by telephone to **1-888-OUTINGS (888-688-4647)** or 001-303-281-9914 if calling internationally

Incident Form Link: <https://sierraclub.tfaforms.net/304>

When asked, please send any additional documentation or photographs to program.safety@sierraclub.org

IMPORTANT: Send / forward the confirmation email to Angeles Safety Committee investigator: keithwmartin@sbcglobal.net
and to your Outings Chair and Chair.

GENERAL INFORMATION		
Date of the Incident (MM/DD/YYYY):		
Time of the Incident (HH:MM AM/PM):		
Location of Incident, in general:		
Incident Location, nearest City:		
Incident Location, nearest State:		
Incident Location, nearest ZIP:		
Incident Location, Country:		
Person Reporting Incident	Name:	
	Role/Position (select): Leader, Participant, Admin Staff, Chaperone, Agency Partner	
	Other (describe):	
Phone:		Email:
Event/Outing Name:		
Program Name:	Angeles Chapter	
Entity Name (Sponsoring Local Entity): (ex: WTC/HPS etc.)		
Name of Event/Outing Leader(s):		
Type of Event/Outing (select):	Hike, Backpack, Snowshoeing, Mountaineering Educational (class meeting), Committee Meeting, Other	
INCIDENT REPORT DETAILS		
Incident Type (select):	Injury/Illness (select):	Activity Type (select):
<div style="border: 1px solid black; padding: 5px;"> Please select... Abuse/Mandatory Report Arrest/Legal Issue/Violation Behavioral/Psychological/Emotional Facility/Office Harassment/Assault Illness Injury Lost/Stolen Item Missing person Property/Gear Damage Safety and Security Concerns Search & Rescue Operation Other </div>	<div style="border: 1px solid black; padding: 5px;"> Allergic reaction Altitude sickness Burn Cold injury/illness Cuts/laceration Dislocations/Fractures Environmental Fatality Gastro/Intestinal Head injury with Loss of Consciousness Head injury without Loss of Consciousness Heat injury/illness Infection Medical Sprain/strain Respiratory/asthma Other </div>	<div style="border: 1px solid black; padding: 5px;"> Please select... None Civil Disobedience Cooking/Food prep Driving/Vehicle Natural Disaster Outing Activity Overnight/camping/hotel Security/Threat Swimming/Wading Travel Other </div>

INCIDENT REPORT DETAILS (continued)											
Primary (and Other) Contributing Factor:	Has the Family been Contacted? Y - N Name, email, phone of person contacting family.										
	First Aid Provided? Y - N Who Provided First Aid/Medication? (select: Leader, Participant, EMS, other)										
	Did this Incident involve an evacuation? Y - N (select: Self, SAR, Agency, other?)										
	<table border="1"> <tr> <td>Primary Weather:</td> <td>Additional Weather Notes:</td> </tr> <tr> <td> <ul style="list-style-type: none"> Clear Cloudy/Overcast Cold/Snowy Hail/Groppel/Sleet Humid Low visibility/Foggy Raining/Drizzle Sunny/Hot Thunder/Lightning Windy/Gusting </td> <td></td> </tr> </table>	Primary Weather:	Additional Weather Notes:	<ul style="list-style-type: none"> Clear Cloudy/Overcast Cold/Snowy Hail/Groppel/Sleet Humid Low visibility/Foggy Raining/Drizzle Sunny/Hot Thunder/Lightning Windy/Gusting 							
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	Address:										
Phone:	Email:										
Age:	Gender: Male, Female, Other, Unknown										
Height:	Weight:										
Are there other Affected Persons? Yes - No Report other Affected Persons on separate form.											
One Sentence Summary of the Incident (Write a concise one-sentence summary that covers the who, what, and where. Use only first names for confidentiality.):											
Incident Narrative (Write a full description of incident including preceding events and conditions, and all measures taken after the incident. Use additional pages if necessary.)											
Lessons Learned (What can we learn from this to prevent it from happening again? Any additional training or support from Sierra Club?)											
List Name, Email, Phone and Address and Role of Other People or Organizations Involved in incident or response.											