Angeles Chapter - Sierra Club Incident Report Instructions

The Incident Report provides the Sierra Club with the information it needs to monitor and learn from incidents throughout the outings programs and to determine whether additional investigation is required. Trip leaders are responsible for reporting all incidents and illnesses immediately 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.


An Incident Report must be filed for:

### Sierra Club Incidents
- A fatality.
- Any incident that requires search, rescue or evacuation.
- Any injury that requires advanced first aid.
- Any injury or illness that could have future complications or require medical attention after the outing (i.e. animal bite, severe sprain).
- Any act of suspected sexual harassment or child abuse.
- Any act that violates the law.
- Any act that results in property damage that could result in a claim.

### Angeles Chapter Incidents
Additional Angeles Chapter-only requirements: Any other incident that compromises the outing’s objective for all or some participants, including:
- lost person(s)
- altitude sickness or heat illness
- a problem participant
- recurrence of a prior condition.

- An Incident Report does not need to be filed for minor injuries such as scratches and blisters, or other personal illnesses that will not likely have future complications even if the illness causes the person to leave the trip.

### Reporting Sierra Club Incidents

- Incident Report form with Sign-in Sheet or Individual Liability Waiver, and Participant Medical Form, and/or Patient Report if applicable.
- Original – mail to Sierra Club Outings, 2101 Webster St., Suite 1300, Oakland, CA 94612
- Email: program.safety@sierraclub.org or Fax to (415) 977-5795

### Reporting Angeles Chapter Incidents

- Original – mail to Outings Chair of sponsoring entity
- Email:
  - keithwmartin@sbcglobal.net Keith Martin 530 S. Lake Ave. Box 708, Pasadena, CA 91101 626-396-9701 for Angeles Chapter Safety Committee
  - omc@angeles.sierraclub.org Donna Specht. OMC Chair
  - Chair of the sponsoring Group, Section, Committee
  - Outings Chair of the sponsoring Group, Section, Committee

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); after business hours press #6. International: 001-303-282-9914
Sierra Club Incident Report Form
Include the participant’s waiver and medical form with this report.

Person making report: ___________________________ Date: ___ / ___ / ______
Address: ___________________________ Phone: (____)

Outing Details:
- National Trip Number: ___________________________ Subcommittee: ______________
- Inner City Outing Name: ___________________________ ICO Group: ______________
- Local Outings Outing Name: ___________________________ Chapter/Entity Name: ______________

Leader Name:

Copy of report sent to:  
- Chapter Outings Chair  
- Chapter Chair  
- Group Chair  
- ICO Group Chair  
- Subcommittee Chair

Chair name and phone number: ___________________________

Identity of ill, injured, or affected person:
Name: ___________________________
Address: ___________________________
Phone: (____)

Age (check one):  
- Under 18  
- 18 - 29  
- 30 - 39  
- 40 - 49  
- 50 - 59  
- 60 - 69  
- 70 - 79  
- 80 +

- Female  
- Male  

Height: _____  Weight: _____
Sierra Club member?  Yes  No

Family of injured contacted?  Yes  No  If yes, by whom? ___________________________
Family contact: ___________________________
Address: ___________________________
Phone: (____)

Public agencies contacted regarding this incident:
Date: ___ / ___ / _____  am  pm
Location: ___________________________
By: ___________________________
Agency: ___________________________
Contact: ___________________________
Phone: (____)

Evacuation / Search & Rescue  The incident required:
- Immediate evacuation  
- Assistance (search & rescue)  
- Neither  
- Continued outing  
- Ended outing early

Names of all other witnesses or persons involved in the evacuation or search and rescue:
Name: ___________________________
Address: ___________________________
Phone: (____)
(____)
(____)
(____)
## Incident Details

<table>
<thead>
<tr>
<th>Date of Incident: / /</th>
<th>Time: am pm</th>
<th>Weather Conditions:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Location:</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Brief factual description of injury or illness:</th>
<th>First aid provided (including any medication):</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>By whom:</td>
</tr>
</tbody>
</table>

Provide full description of the incident including preceding events and conditions, and all measures taken after the incident. Do not state any opinions regarding the cause (use additional sheets if necessary).

### Activity participant was doing when incident occurred

- [ ] Car Camping
- [ ] Cycling
- [ ] Hiking
- [ ] Hiking with pack
- [ ] In camp
- [ ] International trip
- [ ] Kayaking: sea lake
- [ ] Mountaineering
- [ ] River activity: kayak raft canoe
- [ ] Skiing: x-country alpine
- [ ] Sledding
- [ ] Service Trip
- [ ] Swimming
- [ ] Sledding
- [ ] Other:

I have supplied the confidential information requested above for the Sierra Club, its insurance company, and its attorneys.

Signed ____________________________  Date ____________________________

*Email reports to: program.safety@sierraclub.org
Fax Report to: (415) 977-5795
After emailing or faxing, mail original report, medical forms & participant waivers to:
Sierra Club Outings
2101 Webster St., Suite 1300
Oakland, CA 94612

This report is intended to be confidential for transmission to and use by Sierra Club attorneys for litigation arising out of claims.

*For Angeles-Only reports, see Instruction page and/or Incident reporting on LTC website

Revised: February 2019