Incident Report Instructions

Life-threatening emergencies, fatalities and incidents requiring rescue or evacuation should be reported immediately by telephone to the Sierra Club at:

1-888-OUTINGS (888-688-4647) or
001-303-281-9914 (if calling internationally).

The Incident Report provides the Sierra Club with the information it needs to monitor and learn from incidents across programs, to determine whether additional investigation is required and to identify new training needs. Leaders are responsible for reporting all incidents and illnesses immediately after the outing or event using this Incident Report. Failure to report incidents may jeopardize the leader and the Sierra Club. During the time of the incident, use the Sierra Club Patient Report or similar medical assessment form. You can download the Incident Report and Patient Report here: [link]

An Incident Report Must be Submitted to the Sierra Club for:

- 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 (e.g., severe sprain, broken bone, severe illness).
- 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.

An Incident Report DOES NOT need to be submitted for:

- Illnesses or injuries that won’t likely have future complications such as simple colds, minor diarrhea, simple cuts, non-infected blisters, simple ankle sprains, etc.

NOTE: An Incident Report may need to be filed with only your sponsoring entity for other issues such as disruptive or toxic behaviors, significant “near misses”, etc. Check with your entity chair for any additional reporting requirements.

Directions:

1. Call the Sierra Club immediately for life-threatening emergencies, fatalities and incidents requiring rescue or evacuation at 1-888-OUTINGS (888-688-4647) or 001-303-281-9914 (if calling internationally).
2. Scan/email (or fax) the following documents to program.safety@sierraclub.org (or 510-208-3140)
   - Incident Report
   - Sign-in Sheet or Individual Liability Waiver
   - Participant Medical History Form
   - Patient Report Form (if applicable)
3. Mail the above original documents to:
   Sierra Club/Program Safety, 2101 Webster Street, Suite 1300, Oakland, CA 94612
Sierra Club Incident Report Form

Include the participant’s waiver and medical form with this report.

<table>
<thead>
<tr>
<th>Person making report:</th>
<th>Date:     /     /</th>
</tr>
</thead>
<tbody>
<tr>
<td>Address:</td>
<td>Phone: (   )</td>
</tr>
</tbody>
</table>

**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 Outings 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: _____

- Family of injured contacted? ☐ Yes ☐ No If yes, by whom? ____________________
  - Family contact: ____________________
  - Address: ____________________
  - Phone: (   )
  - Relationship: ____________________

- 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: (   )
  - (   )
  - (   )
  - (   )
  - (   )

Revised: April 2018
## Incident Details

<table>
<thead>
<tr>
<th>Date of Incident:<strong>/</strong>/</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
- [ ] Other:

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

Signed ___________________________ Date ______________________

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