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## **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. Failure to report incidents may jeopardize the leader and the Sierra 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://www.clubhouse.sierraclub.org/outings/forms/>

### **An Incident Report must be filed 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., animal bite or 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.

### **An Incident Report does not need to be filed for:**

- Minor injuries such as scratches and blisters.
- Illnesses that will not likely have future complications.

**An Incident Report *may* need to be filed with only your sponsoring entity for** other issues such as problem behaviors, “near misses”, etc. Check with your entity chair for such additional entity reporting requirements.

### **Please fax/email and mail the original Incident Report including the following items:**

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

### **Please send your report to:**

Email reports to: [program.safety@sierraclub.org](mailto:program.safety@sierraclub.org)

Fax reports to: (415) 977-5795

After emailing or faxing, mail original report, medical forms & participant waivers to:  
Sierra Club Outings  
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)**  
or 001-303-281-9914 if calling internationally

# 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  Group Chair  
 Chapter Chair  ICO Group Chair  
 Group Outings Chair  Subcommittee Chair

**Chair name and phone number:**

\_\_\_\_\_  
 \_\_\_\_\_

**Identity of ill, injured, or affected person:**

Name: \_\_\_\_\_ Age (check one):  30 - 39  60 - 69  
 Under 18  40 - 49  70 - 79  
 Address: \_\_\_\_\_  18 - 29  50 - 59  80 +  
 Phone: ( \_\_\_\_ ) \_\_\_\_\_  Female  Male Height: \_\_\_\_\_ Weight: \_\_\_\_\_  
 Sierra Club member?  Yes  No

**Family of injured contacted?**  Yes  No If yes, by whom? \_\_\_\_\_

Family contact: \_\_\_\_\_ Relationship: \_\_\_\_\_  
 Address: \_\_\_\_\_ Phone: ( \_\_\_\_ ) \_\_\_\_\_

**Public agencies contacted regarding this incident:**

Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_ am pm Agency: \_\_\_\_\_  
 Location: \_\_\_\_\_ Contact: \_\_\_\_\_  
 By: \_\_\_\_\_ 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																	
Date of Incident: ___ / ___ / ___ Time ___:___ am pm	Weather Conditions:																
Location:																	
Brief factual description of injury or illness:	First aid provided (including any medication):																
	By whom:																
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).																	
<p>Activity participant was doing when incident occurred</p> <table> <tr> <td><input type="checkbox"/> Car Camping</td> <td><input type="checkbox"/> In camp</td> <td><input type="checkbox"/> River activity: kayak raft canoe</td> <td><input type="checkbox"/> Sledding</td> </tr> <tr> <td><input type="checkbox"/> Cycling</td> <td><input type="checkbox"/> International trip</td> <td><input type="checkbox"/> Skiing: x-country alpine</td> <td><input type="checkbox"/> Service Trip</td> </tr> <tr> <td><input type="checkbox"/> Hiking</td> <td><input type="checkbox"/> Kayaking: sea lake</td> <td></td> <td><input type="checkbox"/> Swimming</td> </tr> <tr> <td><input type="checkbox"/> Hiking with pack</td> <td><input type="checkbox"/> Mountaineering</td> <td></td> <td><input type="checkbox"/> Other:</td> </tr> </table>		<input type="checkbox"/> Car Camping	<input type="checkbox"/> In camp	<input type="checkbox"/> River activity: kayak raft canoe	<input type="checkbox"/> Sledding	<input type="checkbox"/> Cycling	<input type="checkbox"/> International trip	<input type="checkbox"/> Skiing: x-country alpine	<input type="checkbox"/> Service Trip	<input type="checkbox"/> Hiking	<input type="checkbox"/> Kayaking: sea lake		<input type="checkbox"/> Swimming	<input type="checkbox"/> Hiking with pack	<input type="checkbox"/> Mountaineering		<input type="checkbox"/> Other:
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I have supplied the confidential information requested above for the Sierra Club, its insurance company, and its attorneys.

Signed \_\_\_\_\_

Date \_\_\_\_\_

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**Fax Report to:** (415) 977-5795

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 Sierra Club Outings  
 85 Second Street, 2<sup>nd</sup> Floor  
 San Francisco, CA 94105

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

Revised: December 2013