Sierra Club Events and Outdoor Activities — Detailed Incident Information Collection Form

Incident Date: ___/___/___

Incident Title: ______________________

Completed by: ______________________

Current Day: _____________ Date:___/___/___ Time: __:__ am/pm

Purpose
To collect information about an outdoor activity incident and provide assistance to the leaders, participants and victims.
• Be gentle with the caller and remained composed
• Assure them you will provide whatever assistance possible, but be realistic.
• If the caller is overexcited or anxiety-ridden, interject and explain that you need to ask them the questions below to help them
• Try to avoid any appearance of being accusatory. Depending on the caller, you may need to get information later from them or others.
• If the incident involves life-threatening injuries/death or has the reasonable potential to result in civil or criminal action, contact the national offices at 1-888-OUTINGS.

Identification Questions

What is your name? ______________________

What is your current phone number? (___) - ______

What is your home phone number? (___) - ______

What is your work phone number? (___) - ______

Are you: □ the leader / assistant leader or □ chair or □ a participant?

From whom or how did you receive knowledge of the incident? (you, outing member, assistant leader, parent, etc.) ________________________________
Outing Profile Questions

What Group/Chapter/Section are you with? ____________________________
What is the name of the Outing? ____________________________________
--- OR ---
What is the name or number of the National Outing? __________________
--- OR ---
What ICO Group are you with? ____________________________
What is the name of the Outing? ____________________________

Who are the outing leaders? _______________________________________

Describe the type of outing (length, type, difficulty) ___________________

_______________________________________________________________

What was the weather at the time (temperature, precipitation)? _______

What were the participant screening guidelines for the outing? _______

_______________________________________________________________

What was discussed in the trailhead talk? _____________________________

_______________________________________________________________

Incident Status Questions

When did it happen (date and exact time)?
Day: ___________ Date:___/___/___ Time: ____:___ am/pm

Who and how many people were injured (name, gender, age)?
______________________________________________________________

______________________________________________________________

What is the current situation? Is the situation/patient stabilized? ___________________

______________________________________________________________
Ongoing Incident Questions

If the outing is still in progress, is anyone else from the group with you? ☐ Yes ☐ No
If yes, what is the name and role of the person(s) __________________________

Where exactly are you? (be as specific as possible) __________________________________________

________________________________________________________

Has an evacuation been initiated? ☐ Yes ☐ No
If yes, has an evacuation plan been developed and written down? What is the plan?
______________________________________________________________

______________________________________________________________

Do you need me to contact the land agency to help arrange the evacuation? If so, what is the
land agency? ______________________________________________________

Do you need me to contact the family? If so, who? _________________________________

Where is the group now and who is in charge of them? ____________________________

______________________________________________________________

______________________________________________________________

Incident Details Questions

What led up to the incident? What was the victim's behavior? ________________________

______________________________________________________________

______________________________________________________________

If the victim stayed behind or left the trip, did the victim do so voluntarily? Did the victim tell anyone of their intentions?

______________________________________________________________
What happened?__________________________________________________________

_____________________________________________________________________

_____________________________________________________________________

_____________________________________________________________________

_____________________________________________________________________

What happened after the incident?__________________________________________

_____________________________________________________________________

_____________________________________________________________________

_____________________________________________________________________

Where is the victim now?__________________________________________________

_____________________________________________________________________

Who (public safety officials, medical personal, public land agencies, etc) has already been notified?__________________________________________________________

Is there a doctor or other medical personnel currently with the patient? ☐ Yes ☐ No

If yes, what is the name of this person?____________________________________

What is their level of medical training?______________________________________
Victim Background Questions

Had the victim participated on prior outings? [ ] Yes [ ] No
Had the victim been in this area before? [ ] Yes [ ] No
What type and how many prior outings? __________________________

What was the general physical condition of the victim? __________________________

Have family/friends been notified? [ ] Yes [ ] No
If yes, who has been called? __________________________
What is their relationship to the victim? __________________________
Phone number of person(s) notified? (_______) - __________________________

If appropriate, do you have contact information for the coroner or hospital?

Leader Background Questions (may best be asked of entity chair)

How long have you been a Club leader? __________________________

Have you led similar outings in the past? __________________________

What other types of outings have you led? __________________________

What is your level of first aid certification? __________________________

Next Steps

Reiterate Key Points

• If the caller is the leader, encourage the leader to contact the victim, family and participants.
• If the caller is the leader, ask the leader to complete the Sierra Club Incident Report and to send in copies of the Sign-In/Waiver Sheet.
• Advise the leader of risk management issues, but that the Club generally stands behind its leaders (unless there is evidence of gross misconduct).
• Advise the caller to avoid talking to the media and direct the media to the media team (415) 977-5526
• Advise the caller to avoid making public announcements or sending email to others except very brief statements of fact.
• Offer to review any subsequent communications
• Ask what is needed.
What is the caller’s next step? ____________________________________________

Tell the caller what your next step is. ____________________________________________

Decide on the next time you should talk.
Day: ____________ Date: __/__/___ Time: __:__am/pm

### Subsequent Contact

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### Attachments

- [ ] Relevant Email Printout
- [ ] Web/Newsletter Outing Listing
- [ ] Sierra Club Incident Report
- [ ] Sign-In Sheet/Participant Waiver
- [ ] Coroner Report
- [ ] Sheriff Report
- [ ] Search and Rescue Report
- [ ] Other: _________________________