

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

Date	Time	Location	Description

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: _____