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
After emailing, mail original report, medical forms & participant waivers to:
Sierra Club Outings
2101 Webster Street, Suite 1300,
Oakland, CA. 94612

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
- 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: _____
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
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: December 2013
# Incident Details

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

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).

<table>
<thead>
<tr>
<th>Activity participant was doing when incident occurred</th>
</tr>
</thead>
<tbody>
<tr>
<td>Car Camping</td>
</tr>
<tr>
<td>Cycling</td>
</tr>
<tr>
<td>Hiking</td>
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<tr>
<td>Hiking with pack</td>
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<tr>
<td>In camp</td>
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<tr>
<td>International trip</td>
</tr>
<tr>
<td>Kayaking:</td>
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<tr>
<td>sea</td>
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<tr>
<td>lake</td>
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<tr>
<td>Mountaineering</td>
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<td>Mountaineering</td>
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<td>River activity:</td>
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<tr>
<td>kayak</td>
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<tr>
<td>raft</td>
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<tr>
<td>canoe</td>
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<td>Sledding</td>
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<td>Service Trip</td>
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<td>Swimming</td>
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<td>Swimming</td>
</tr>
<tr>
<td>Swimming</td>
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<tr>
<td>Other:</td>
</tr>
</tbody>
</table>

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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2101 Webster Street, 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.

Revised: December 2013