



Sierra Club Incident Report Form Instructions

Trip leaders are responsible for reporting all incidents and illnesses **promptly**. Failure to report incidents may jeopardize the leader and the Club.

An Incident Report must be filed for:

- Any incident that requires search, rescue or evacuation.
- Any injury that requires major first aid.
- Any injury or illness that could have future complications. (i.e. animal bite, severe sprain, etc.)

An Incident Report does not need to be filed for:

- Minor injuries such as scratches and blisters.
- Other personal illnesses that will not likely have future complications even if the illness causes the person to leave the trip.

Please include with your Incident Report:

- Sign-in sheet or Participant list
- Liability Waiver

Please send your report to:

Fax reports to: (415) 977-5791 or (415) 977-5795

After faxing, mail reports to: Office of Risk Management, Finance Department
Sierra Club
85 Second Street, 2nd Floor
San Francisco, CA 94105

Life-threatening incidents/emergencies that require rescue or evacuation should be reported immediately by telephone to the Sierra Club Outings Department at **1-888-OUTINGS** (888-688-4647) during business hours (Pacific Time) or (415) 977-5629 after hours. Please use the after hours number only in a life-threatening emergency.

This report can be downloaded from the Outings Extranet at:

<http://mitchell.sierraclub.org/outings/GCO>

This revised Incident report replaces the three-page, carbon copy version. Please discard any old Incident Reports (formerly known as Sierra Club Accident Report) and distribute this form to all of your Outings Leaders and administrative offices.

Sierra Club Incident Report Form

This form is required by Admiral Insurance Company following an incident.

1. Person making report _____ Date _____
Address _____ Phone _____

2. Identity of outing National ___ Chapter/Group___ ICO___ _____
Chapter/Group/ICO/Subcommittee Name _____

Trip Name/number _____ Group/Section/Subcommittee _____ Leader Name _____

3. Date of incident ___/___/___ Time _____ Weather conditions _____

4. Location of incident _____

5. Brief factual description of incident (state no **opinions** respecting cause) _____

6. Identity of ill, injured, or affected person _____ Sierra Club member? _____

Name _____ Age ___ Sex ___ Height ___ Weight _____

Address _____ Phone _____

7. Description of injury or illness _____

First aid given _____

By whom _____

8. Copy of this report sent to appropriate outing committee overseer. Please check and provide information.

___ Chapter Outing Chair

___ Group Outing Chair

___ ICO Group Chair

___ Chapter Chair

___ Group Chair

___ Subcommittee Chair

Name and Address: _____

9. Public agencies contacted regarding this incident: _____

Contact Person: _____ Phone number: (___) _____

10. Did incident require: ___ immediate evacuation ___ search and rescue

11. When, where, and by whom was the rescue agency contacted? _____

12. Please list all other persons or agencies involved in evacuation or search and rescue, including contact information (use additional sheet if necessary): _____

13. Has the family of the victim been notified? _____ If yes, by whom? _____

Family Contact: _____

Name

Address

Phone

Relationship

If this incident was a life-threatening injury/ emergency or a fatality, immediately report the incident by telephone to the Sierra Club Outings Department at 1-888-OUTINGS (888-688-4647) during business hours (Pacific Time) or (415) 977-5629 after hours. Please use the after hours number only in a life-threatening emergency.

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

