

OUTDOOR CLUB OF SOUTH JERSEY INCIDENT REPORT

TODAY'S DATE:	EVENT:	REPORT BY:
NATURE OF INJURY: ___ BODILY INJURY	___ PROPERTY DAMAGE	___ OTHER
INJURED NAME:	AGE:	SEX: ___ M ___ F
ADDRESS:		PHONE (___)-
___ LEADER ___ CO-LEADER	___ VOLUNTEER	___ SPECTATOR ___ OTHER
APPARENT INJURY OR DAMAGE:	BODY PART: CONDITION: (laceration, concussion, sprain, fracture, etc.)	
FIRST AID OR TREATMENT:	___ ON SITE CARE BY: (Name)	
	___ MD ___ NURSE ___ EMT ___ LEADER ___ PARTICIPANT ___ OTHER	
	___ AMBULANCE (TAKEN TO):	
OCCASION:	WHAT WAS THE SITUATION AND EXACT LOCATION AT THE TIME OF THE OCCURRENCE?	
OCCURRENCE DESCRIPTION:		
DESCRIBE HOW INCIDENT HAPPENED:		

CONDITIONS:	WHAT SPECIAL CIRCUMSTANCES EXISTED AT THE TIME OF THIS OCCURRENCE: (include: weather, road conditions. terrain, etc.)
WITNESS (SUBMIT ADDITIONAL NAMES ON SEPARATE SHEET)	NAME:
	ADDRESS
	PHONE (___)-
AUTHORITY (POLICE, RANGER, ETC.)	NAME:
	ADDRESS:
	PHONE (___)-
	ORGANIZATION

PURPOSE	To make all activity leaders aware of their responsibilities involving an unexpected incident.
APPLICABILITY	Applies to leaders, activity participants, and all Club Officials involved with the process.
RESPONSIBILITIES	Activity leader is responsible to initiate the incident report.
BACKGROUND	This Policy is to provide guidance for an existing procedure.
PROCEDURE	1. Obtain any necessary medical help immediately. Call 911 if necessary
	2. Fill out incident report form, which all leaders must have with them for trips.
	3. Notify activity chairperson as soon as possible. A. Submit Activity sign in sheet and incident report to Activity Chairperson. Within 24 hours. B. The Chair will submit both to the President.
	4. Obtain names of witnesses.
	5. Take photos if appropriate.
	6. Do not make any statements regarding the incident, except to the chairperson. Except “ the incident is under investigation”
	7. Identify the location of the incident. Town, County, State. If investigated by Local authorities, Identify Police Dept., or other agency.
<p>In the event of an insurance claim, written notice must be given to the insurance company by the club president, within 20 days after the claim.</p> <p>The insurance company will then send claim forms to the victim, to be filled out.</p>	