

Outing Club of East York

Incident Report

1. Complete an Incident Report for each person involved in a significant incident on your trip.
2. Get the Incident Report to the appropriate Activity Coordinator as soon as practicable.
3. If you don't think it's appropriate to submit the Incident Report to the Coordinator, then submit it to the President.
4. Contact information for the Coordinator and the President can be found on page 2 of your Activity Booklet.
5. If you don't have your Activity Booklet, you can get contact information at www.OutingClubofEastYork.org

<u>Reported by:</u>	
<u>Trip Organizer & Contact Information</u>	<u>Activity:</u>
<u>Location of Incident</u>	
<u>Date & Time of Incident:</u>	
<u>Participant's Name & Contact Info:</u>	<u>Participant's Emergency Contact Info:</u>
<u>Description of Injury / Incident</u>	
<u>First Aid or Care Given</u>	
<u>Additional Care (EMS)</u>	
<u>Witness(es) to Incident</u>	
<u>Follow-up</u>	