

# **Rideau Trail Association Incident Report**

## **Purpose:**

The incident report is to be used to report incidents and accidents during an event, hike, etc. Incidents reported would be related to injury, health issues, lost hiker or other problem situations. These situations are not only those for which help such as an ambulance was called. Sample situations include:

- serious accidents
- health issues that posed a problem
- accidents of a less serious nature that were dangerous
- lost hiker(s)

Some incidents are of such a serious nature that our insurance company must be notified. Others are for tracking and follow-up purposes in order to avoid a future problem.

## **Steps:**

- all hike leaders should carry a form. It will be electronically available on the website
- Carefully document every accident, injury or incident.
- Record location, nature of the hazard and the injury, the circumstances, any property damage, contributing factors, witnesses, medical attention if any and agency response.
- Attending trail representatives (including volunteers, leaders etc) should never admit liability or fault at anytime.
- Reports should be kept for at least 7 years.
- File reports with trail club for future reference.
- Significant incidents should be reported to both the insurer and Hike Ontario. Don't wait for a lawsuit.
- Hike Ontario will immediately forward reports to its current insurer.
- If in doubt, write the report and submit it to both the insurer and Hike Ontario.

# Rideau Trail Association Incident Report

SAMPLE

Hike Leader Name, Phone #: John Doe 613-777-8888	Incident Date May 1, 2011 Time: about 11 am
Event/Location: hike in Gatineau Park on trail # 8 Weather: hot and humid, about 25 degrees C Conditions of trail at time of incident: hiking on relatively steep climb	
Describe the incident (injury, lost hiker, etc) Ann Brown unable to continue, felt faint and sat on trail  Name and contact info of injured party: Ann Brown, 613 444-5555  Name and contact info of emergency contact:  Police/fire/paramedic information including name, badge number, police report #, phone number: n/a Describe any property damage:  n/a	
Describe any injuries:  none	
Describe any actions taken: Ann mentioned that she had not been feeling well for the last few days but thought she was over the health issue. A hiker volunteered to take her back to the parking lot where they rested and waited for the other hikers to return.	

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Hike Leader Name, Phone #:	Incident Date
Time:	
Event/Location:	
Weather:	
Conditions of trail at time of incident:	
Describe the incident (injury, lost hiker, etc)	
Name and contact info of injured party:	
Name and contact info of emergency contact:	
Police/fire/paramedic information including name, badge number, police report #, phone number, etc.:	
Describe any property damage:	
Describe any injuries:	
Describe any actions taken:	