

Evergreen Seniors Outdoor Club: Incident Reporting Guidelines

Updated & Approved October 4, 2024

This document is intended to provide guidelines for the completion of the Incident Report Form. Day and Group Leaders are encouraged to become familiar with the form. It is advantageous to have an idea of the information required so that in the event of an incident, some notes (mental or otherwise) can be made during the incident.

What is an incident?

Generally, an incident is defined as any event or situation which:

- significantly impacts the health or well-being of a member or guest e.g., fall resulting in a head injury or a broken bone. First aid is required by another member or EMS.
- results in a near-miss, where injuries did not occur but could have as a result of an identified risk or situation e.g., bear spray accidentally going off on the bus, member losing their group
- causes significant disruption to the processes of the club e.g., lost individual/group and other agencies are called in to assist in locating them; bus accident/breakdown
- could attract negative media attention or a negative profile for the club. e.g., lost member or guest, property damage.
- demonstrates non-compliance with club bylaws, policies or guidelines.

When in doubt, consult with the Club President or Vice President.

Why are Incident Reports completed?

Incident reports are completed as a record to:

- determine the cause of the incident or near-miss, document any actions taken and to consider any corrective actions which will reduce or eliminate the risks in the future
- inform the ESOC Board of situations which have arisen or may arise on our trips
- document a situation in case there are further repercussions.

Who should complete the form?

Normally the form will be completed by the Day Leader, the Incident Coordinator, or their designate, with input from the Group Leader and other persons who were directly involved in the incident.

Where is the Incident form?

The form is available on the Club website under Member Resources/Club Documents/ESOC Incidents and Reporting Guidelines. There is an electronic version of the form that can be downloaded and completed digitally.

Alternatively, there is a PDF file that can be printed and then completed manually.

When should the form be completed?

Typically, the form is completed as soon as possible after the event has concluded (for example, the evening following the incident), when memories are still fresh. Complex situations may require additional time for investigation and to ensure that different perspectives or suggestions are included. The Club President should be made aware of the incident as quickly as possible, along with the anticipated timeline for reporting.

What information is required?

The report is intended to capture the essential details of the incident, with all of the questions in the form being answered or, if not applicable, that "NA" be inserted. Most fields are self-explanatory but the following points provide further guidance.

- Location: Latitude/longitude coordinates are helpful, or failing that, the trail name and approximate location along the trail.
- Prevention of future incidents: It is critical to have an understanding as to whether existing procedures/guidelines are adequate for the protection of the members or if they need to be amended. Any comments as to where procedures proved to be inadequate and suggestions for improvement will be welcome.
- Addendum: A separate addendum may be included with comments and suggestions from other witnesses or individuals who supported the incident response or who have suggestions for the future.

Who receives the form?

The completed form is sent to the President, the Day Leader and Chief Incident Coordinator for review. Under some circumstances further details may be sought e.g., regarding Club procedures or safety and trail guidelines. In addition, the other Incident Coordinators may be asked to review the report to provide guidance and suggestions. It may be decided that feedback should be offered to the membership at large so that everyone is part of the learning.

Who keeps the form?

The finalized form is to be retained by the ESOC Secretary as a paper copy and also stored as a digital copy in a restricted access area of the website. The following people will have access to the forms: President, Vice-President, Past-President, Secretary, Website Director, Incident Coordinators.