



## OKCC Incident / Accident Report Form

All paddling incidents serious enough to require medical attention or assisted evacuation must be reported to our insurance carrier. For that purpose use document and delivery options on the last two pages of this document.

Injury incidents must also be reported to the OKCC Board members. Email them at: [Board@okcc.org](mailto:Board@okcc.org) Minor injuries that do not need professional attention and the injured person can walk off the trip or continue should only be reported to a Board member. Loss or damage to gear need not be reported unless such loss resulted in someone leaving the trip, and in that case email to the Board only and not to the insurance company.

### INCIDENT REPORT PROTOCOL FOR OKCC TRIP COORDINATORS

The following protocol is intended to provide directions for: OKCC TRIP COORDINATOR in the field on how they should respond to emergencies and to provide direction to them regarding an emergency.

#### Incident response types & Response protocols

While it is the intent that emergencies be responded to in as self-contained a manner as possible, it is recognized that there may be instances where outside assistance is required.

#### Type 1 Response

It is anticipated that most injury evacuation will be Type 1. This is an accident where the instructor and guests on the scene will be able to facilitate both first aid treatment and evacuation with personnel and materials that are with the group. The response is self-contained. Inquire as to whether client would require an ambulance Yes/No.

This type of incident be reported to the insurer and the OKCC Board immediately

#### Type 2 Response

This is an accident which requires the assistance of additional personnel, and may include an ambulance assistance to evacuate the patient. Additional personnel may include other paddlers or recreationists in the vicinity. In this type of incident, it is anticipated that the Trip Coordinator or the trip participant who has the most 1<sup>st</sup> Aid experience will oversee first-aid treatment prior to evacuation. This type of incident be reported to the insurer and the OKCC Board immediately.

#### Type 3 Response

This is an accident with complications which requires external assistance (usually the assistance of organized responders) for the evacuation or rescue. These responders might include personnel such as Ambulance, police, or fire departments.

This type of incident be reported to the insurer and the OKCC Board immediately.

#### Type 4 Response

This is a fatality and must be reported to the closest police detachment and the OKCC Board at the earliest possible time. The victim should not be moved from the accident site until authorized by the coroner or police. The insurer and the OKCC Board must be notified immediately.

Trip participants and OKCC guests should not be required to communicate with the insurer of OKCC Board regarding emergency situations. This is the domain of the Trip Coordinator and support boaters.

## Incident Report

Time of Incident	Month/Day/Year/Time	
Oregon Kayak and Canoe Club		
Trip Description		
Incident Location		
Person Reporting		
Report Date	Month/Day/Year	
Trip Coordinator(s)	Names	
	Mobile number	
	Email address	

Injured Party	
Name	
Address	
Mobile number	
Email address	
Date of Birth	

<b>Objective Description of Incident</b>	Attach additional pages if needed
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<b>Suspected Injuries, signs &amp; symptoms</b>	<b>Treatment</b>
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**Witnesses (only who saw incident)**

Name	Mobile number
Address	Email address
Name	Mobile number
Address	Email address

Attach additional pages if needed

**Incident Investigation**

Witness Statements Complete list of Trip Participants Photos of incident site Diagram incident site Notify police - serious injury or death Ambulance summoned	<b>IMMEDIATELY TELEPHONE, FAX OR EMAIL THIS REPORT TO:</b>  <b>SportUnderwriters.com</b> <b>Phone: 866-889-4763 EXT.33</b> <b>Fax: 720-294-9525 claims@sportunderwriters.com</b>
Attach injured party's waiver Clinic agreement if applicable Police Report Number Police Dept Address/phone	