

OUTDOOR CLUB OF SOUTH JERSEY - INCIDENT REPORTING POLICY

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	<ol style="list-style-type: none"> 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. <ol style="list-style-type: none"> 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 another 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>	