

MCM INCIDENT REPORTING PROCESS

The attached Incident Report Form is designed to assist MCM hike leaders or members to notify club leaders of an accident (or other type of problem or incident) during a hike or another MCM club activity.

The Incident Report Form must be completed if an injury or illness on a club activity requires professional medical attention, or may require professional medical attention within 30 days. (Sometimes the severity of the injury is not known for several days, or even weeks, so of course, that means reports can be submitted after the fact.)

Less serious medical attention on the trail need not be reported, unless the injury or illness may lead to the need for professional help, or there is reason to believe that the incident needs attention of club leadership (for example, possible liability insurance issues or code of conduct violations.) Hike leaders do not need to carry the Incident Report Form on hikes, since the report will be filled out at a later time.

PLEASE EMAIL THE COMPLETED INCIDENT REPORT FORM TO: President@mcomd.org

MOUNTAIN CLUB OF MARYLAND

INCIDENT REPORT FORM

Reported by:		Date of Report:	
Phone:		Email Address:	
Date of Incident:		Location of Incident:	
Please Describe the Incident:			
Describe any Remedial Actions Taken at the Time and Place of the Incident:			
Identify any Follow-up Actions that Occurred Afterward (e.g., Medical Treatment):			
Names and Contact Information of Others Who Witnessed the Incident:			

Please email the completed report to: President@mcomd.org