



GUELPH HIKING TRAIL CLUB ACCIDENT REPORT

Note to Leaders: *Please re-read page 2 of this form before every hike. Carry this and the Release form(s) with you on every hike.*

Date: _____

Casualty Information:

NAME: _____

ADDRESS: _____

PHONE: _____

DOCTOR: _____

ALLERGIES?: _____

MEDICATION?: _____

MEDICAL CONDITIONS?: _____

INJURY INCURRED: _____

MEDICAL TREATMENT REQUIRED: _____

How Injury Occurred: _____

HIKE LEADER (S): _____

PHONE: _____

Please complete form, using space provided on page 2 as well, if more room needed.

Contact the Guelph Hiking Trail Club President and Trail Captain immediately.

All Details Are Very Important.



SUGGESTIONS FOR HIKE LEADERS IN CASE OF AN EMERGENCY

1. Before the hike, become aware of all vehicle access points along the route. As you hike, try to become aware of the last house you passed.
2. Always have the hikers fill in the official Club waiver sheet with names, addresses, phone numbers and whom to call in an emergency.
3. Carry a cell phone if possible. If you do not have one, ask whether one of the hikers does. A cell phone can save much time in case of an emergency.
4. When a person has an accident:
 - a. Do not attempt to move the victim. If victim is conscious, discourage hasty "I'm all right" movement. Assure that there is no rush, "Just take your time." Make sure the victim keeps warm.
 - b. Call 911 for help – if no phone, send someone who knows the way to summon help. When you call 911, give information requested, such as description of injury, location on trail.
 - c. Ask for a friend or volunteer(s) to stay with the injured party, assuring that help is on the way.
 - d. Go to the nearest access point (trail/road crossing or parking lot) to meet emergency crew and guide them to the accident site.
 - e. If a victim is taken to hospital, have a volunteer/friend attend the victim to help with admission, bring personal belongings and call emergency contact.
 - f. If the victim has a car, arrange for someone to take it home or to some other safe place.
 - g. Call club official, the President if available, as soon as possible. Any other Executive member if the president is unavailable should be notified immediately.
 - h. On page 1 of this form, immediately write a detailed report of accident and contributing factors – weather, trail conditions, location of accident, action taken. Attach a list of hikers. As there may be delay circulating the release form, anything wrong with any part of the trail report immediately to the captain in charge of the section to close, mark or remedy the trail problem, to prevent a repeat incident. Date and sign the report. Ask the other hikers to witness the accuracy of the report. File a copy with the President.

Additional information/notes if needed: