



GUELPH HIKING TRAIL CLUB ACCIDENT REPORT

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

DATE: _____

CASUALTY INFORMATION:

NAME: _____

ADDRESS: _____

PHONE NUMBER: _____

INJURY INCURRED: _____

FIRST AID PROVIDED: _____

HOW INJURY OCCURRED: _____

HIKE LEADER (PRINT): _____ **SIGNATURE:** _____

WITNESS (PRINT): _____ **SIGNATURE:** _____

For serious incidents, complete this form, using space provided on page 2 as well, if more room needed. Email the **GHTC President** and **Trail Activities** person regarding all incidents. For trail conditions contributing to accident please email appropriate **Trail Coordinator**. (Addresses of the above are on the GHTC website, under Contacts). Completed form should be given to any GHTC Executive or mailed to P.O. Box 1, Guelph, Ont. N1H 6J6.

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 Liability 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 Liability Waiver form, if anything is wrong with any part of the trail, report immediately to the **Trail Coordinator** 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: