

**OVER THE HILL GANG LOS ANGELES
INCIDENT AND WITNESS REPORTS
GUIDELINES FOR ACTIVITY LEADERS**

If you are leading a club activity and one of the participants is involved in a serious incident, you must complete an Incident Report and have any witnesses complete a Witness Report.

These two forms gather important information about the incident, including how it occurred, the nature of any injuries (if applicable), and how the incident was handled by the activity leader and others who responded. You should complete an Incident Report and have any witnesses complete a Witness Report as soon after the incident as possible so everyone still remembers the details of what happened.

Please complete the Incident Report and ask witnesses to complete the Witness Report in the following situations:

- **Emergency medical services are called (for example, 911).**
- **A participant is seriously injured (for example, abrasions, lesions, bone fractures, disorientation, and so on).**
- **A participant has hit his or her head, or other head trauma occurs.**
- **You recommend that the participant get medical care and the participant refuses.**
- **The incident involves a participant and a motor vehicle.**
- **Property damage has occurred.**
- **Anything else that you think warrants documentation. If in doubt, complete the forms.**

**OVER THE HILL GANG LOS ANGELES
INCIDENT REPORT**

ACTIVITY: **HIKING** **BIKING** **KAYAKING** **OTHER**

ACTIVITY LEADER: _____

Date of Incident: _____ **Time of Incident:** _____ **AM/PM**

Location: _____

Name of Injured Party: _____ **Age:** _____ **Sex:** _____

Address: _____ **Phone:** _____

Nature of Injury: _____

Participant Refused Treatment? **Yes** **No**

Emergency First Aid Rendered? **Yes** **No** **By Whom?** _____

Nature of Treatment: _____

Ambulance or Physician Called? **Yes** **No** **By Whom?** _____

Injured Party Transported to: _____ **By Whom?** _____

Outside Authority Notified? _____

Activity Waiver Signed? **Yes** **No**

Helmet (bike)/life jacket (kayak) worn? **Yes** **No**

Identify other safety equipment used: _____

Was bike transported? **Yes** **No** **By Whom?** _____

Weather conditions: _____

1. Description of Incident (identify any bicycles, vehicles, etc., involved (include license #s where applicable): _____

(Continue on back)

2. Injured Party's Statement of How Incident Occurred (in own words): _____

(Continue on back)

3. Witnesses: (name, address, phone, license #) _____

(Continue on back)

Date of Report

Signature of person completing the report

Witnesses should complete Witness Statement Forms. Activity leaders submit Incident and Witness Reports to OHGLA Board (Club Secretary) and retain copy with Signed Waivers.

**OVER THE HILL GANG LOS ANGELES
INCIDENT REPORT - WITNESS STATEMENT**

ACTIVITY: **HIKING** **BIKING** **KAYAKING** **OTHER**

ACTIVITY LEADER: _____

Date of Incident: _____ **Time of Incident:** _____ **AM/PM**

Your Name: _____

Address: _____ **Phone:** _____

1. Please describe what happened and what you observed: _____

(Continue on back)

2. Identify people involved (name, address, phone #): _____

3. Identify bicycles, cars or other vehicles involved (license #s if applicable): _____

4. Describe any safety equipment used by injured party (helmet, vest, etc.): _____

5. Identify any other witnesses (name, address, phone): _____

Date of Report

Signature of person completing the report

Submit completed form to Activity Leader.