

Wilderness Risk Managers Committee Incident Reporting Project Instructions

This project and these reporting forms were designed to collect useful information about incidents in adventure programming. The incident report form can be used both to track information for your organization's use and to submit incident data to the Committee. The Program Day Report Form that accompanies this material is used to calculate rates of incidents. Please try to use the format provided, it will allow us to generate statistics by type of incident, type of injury, type of illness, type of environment and by activity. However, if this format does not meet your needs you may modify it to better suit your organization's operations.

Please take the time to complete these forms carefully. Write legibly to ensure the incident is recorded accurately in the database, illegible reports will be discarded. Complete and accurate information is essential to the strength of the WRMC database. **Both the Program Day Report Form and copies of the incident reports should be submitted together annually.** We recommend that the data be collected by calendar year, for example from January 1st through December 31st. Program day report forms and incident reports should be sent to:

Incident Data Reporting Project
Association for Experiential Education
3775 Iris Avenue, Suite 4
Boulder, CO 80301
303-440-8844 x16
303-440-9581 (fax)

Questions about completing the Incident Report Form or Program Day Report Form should be directed to Wilderness Risk Managers Committee member Drew Leemon at NOLS (307-332-8800 ext. 2256) or <drew_leemon@nols.edu>.

Definitions:

Incident: An occurrence of an action or situation that is dangerous, or is a condition that results in injury, illness, property damage, near miss (close call) or other loss (or potential loss).

Motivational or Behavioral Incident: Any incident that arises from the actions, responses or behaviors of individuals or groups of individuals. Examples include: reluctance or unwillingness to participate, verbally or physically abusive utterances or acts, running away, alcohol or drug use, suicidal or homicidal ideation, or any emotional or psychological situation or condition that compromises the students' ability to participate in the program.

Injury: Any harm that impairs normal functioning or causes wounds or damage to a person.

Illness: Any ailment, sickness or unhealthy condition that interferes with normal functioning or causes distress.

Near Miss: A "close call". A dangerous situation where safety was compromised but that did not result in injury. A situation where those involved express relief when the incident ends without harm.

Property Damage: Any loss of or harm to material goods that results in replacement or repair of those goods.

Program Days (User Days): A measure of program size. The product of multiplying the number of participants and staff in an activity by the number of days of participation. (Note: Any portions of days should be counted as a full day.)

Risk: The possibility (probability) of injury or other loss.

Risk Management: The process of analyzing exposure to risk and determining how to best address the exposure. Practices vary by industry and location but common strategies include: acceptance, avoidance, elimination and transfer.

Incident Report Form Instructions:

As defined above an incident includes an occurrence of an action or situation that is dangerous, or is a condition that results in injury, illness, property damage, near miss (close call) or other loss (or potential loss). A **reportable incident**, for the purpose of this project, meets one or more of the following criteria:

- requires more than simple first aid (e.g. a Band-Aid);
- requires more than cursory staff attention;
- requires follow-up care by staff in the field;
- requires follow-up care by a medical professional;
- requires follow-up care by a therapist, psychologist or social worker;
- requires use of prescription medications;
- interferes with the student's or client's active participation;
- requires evacuation from the field;
- requires the loss of a day or more of participation in the program (i.e. a lost day case);
- results in a near miss.

Incidents that do not meet these criteria, should not be included in the submitted data. If you are in doubt about whether an incident is reportable or not -- please report it.

Organization: The name of the organization (confidential).

Program Type: The type of program offered, for example: environmental education, adventure education, therapeutic program, adjudicated youth, etc.

Course Name or Designation: Your name or designation for this course (confidential).

Name: The name (or names) of the person(s) involved in the incident. The identity of persons involved in incidents will be kept confidential.

Age, Gender and Staff or Participant: Self-explanatory.

Incident Date and Time: Self-explanatory.

Day of Course Incident Occurred: The number of days the participant was in the field when the incident occurred, i.e.: day 7 of a 9 day trip.

Type of Environment: Choose the most appropriate description from the list.

Surface Condition: Choose the two most significant or appropriate descriptions from the list.

Type of Incident : An incident may result in injury, illness, motivation/behavioral outcome or a near miss. Choose the most appropriate description from the list.

Lost Day Case: A lost day case occurs if a participant or staff missed one or more days of activity beginning with the day following the incident.

Near Miss: Please rule out situations such as routine top rope falls, failure to roll a kayak for a beginning student, or a fall on the trail with no injury.

Did the patient leave the field?: Evacuations occur when a person leaves the field as a result of an incident. There are several levels of definition which aid in determining the seriousness of the incident:

- participants or staff who leave the field;
- participants or staff who seek medical care;
- the type of evacuation (unassisted, assisted but ambulatory, litter carry, helicopter etc.);
- if hospitalization was required;

Evacuation Method: Choose the most appropriate method from list. Describe the method if the category of other was chosen.

Medical Facility Visit: choose “yes” if the patient received treatment at a hospital, clinic, doctor's office, etc.

Property Damage: Self explanatory

Type of Injury: Choose the most significant injury from the list. Please describe the injury if the category "other" is checked.

Anatomical Location of Injury: Choose the most appropriate.

Type of Illness: Choose the most significant illness from the list. Please describe the illness if the category "other" is checked.

Type of Activity: Choose the most appropriate activity from the list to describe the activity the person was engaged in at the time of the incident.

Contributing Factors: This is a list of common incident factors or in adventure programming. Prioritize the applicable categories 1, 2, 3, etc.

Narrative: Describe the incident and provide details: distances, times, sizes, sequence of events, etc., to present a clear picture of the incident.

Analysis: Include any suggestions, observations or recommendations regarding the incident. Why did it happen? Follow up care and any diagnosis or other outcome.

Names and Signatures: Please provide the name of the person who completed the form and the name of the administrator who reviewed the form.