

SEATTLE BICYCLE TOURING CLUB INCIDENT AND WITNESS REPORTS GUIDELINES FOR RIDE LEADERS

If you're leading a Seattle Bicycle Touring Club (SBTC) ride and one of your riders is involved in a serious incident, you should 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 ride 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 rider is seriously injured (for example abrasions, lesions, bone fractures, disorientation, and so on).
- A rider has hit his or her head, or other head trauma occurs.
- You recommend that a rider get medical care and the rider refuses.
- The incident involves a rider and a motor vehicle.
- Property damage has occurred.

Anything else that you think warrants documentation. *If in doubt, complete the forms.*

If an incident occurs, contact the SBTC Rides Director as soon as possible.
Email - rides @ seattlebiketours.org

Cooperate fully with all medical and law enforcement personnel who respond to the incident.

Please give all completed Accident and Witness reports to:
Seattle Bicycle Touring Club - Rides Director.