

Incident Reporting

If, in the course of any Activity, an accident or incident occurs that meets any of the following criteria, the Leader must file a Volunteer Accident/Incident Report Form as soon as possible with the sponsoring Club Unit and with the Leadership and Risk Management Department. Accidents and incidents requiring reporting are as follows:

- Incident response involves the use of outside agencies (police, hospital, emergency response, search and rescue, etc.).
- The participant involved in the incident receives professional medical care (to the knowledge of the Leader), professional medical care is recommended by the Leader, or the participant refuses the offer or recommendation of professional medical care.
- In cases involving potentially life threatening or disabling injuries or in the case of a fatality, the Leadership and Risk Management Department or other staff at AMC headquarters should be contacted as soon as the situation reasonably permits. For more information on contacting AMC staff in the event of an emergency, please refer to the **AMC Chapter Crisis Communication Chart**.
- A Leader may file an incident report under other circumstances at his or her discretion, including concerns relating to adherence to the Code of Conduct. In addition, leaders and participants are encouraged to report potential violations of AMC's Code of Conduct to: **codeofconduct@outdoors.org**. A Leader should consider the emotional and physical welfare of any participants involved in the incident, their attitudes towards the incident, and any potential for future complaints or lawsuits."