



THE ALASKA CLUB

Incident Report

MUST BE COMPLETED BY AN EMPLOYEE OF THE ALASKA CLUB

Check and/or circle one per section. Complete relevant blanks.

CIRCLE LOCATION

North / South / East / West
for Women / Downtown / Midtown
Express / Eagle River / Valley
Express-Palmer

INJURED Member / Guest / Instructor / Other: _____

Name: _____ Age: _____ Sex: (M) (F)

Member # _____ Address: _____

City: _____ State: _____ Zip: _____ Phone: () _____

INJURY

Date of injury: _____ Day of Week _____

Injured body part: _____

Describe injury: _____

TIME

_____ am/pm

DISPOSITION

☐ On-site care only

☐ Ambulance to: _____

☐ No care necessary

Machine & manufacturer, or specific activity involved:

OCCASION

- ☐ Arriving at site
- ☐ Pre-activity
- ☐ During activity
(Early) (Mid) (Late)
- ☐ Between activities
- ☐ Post-activity
- ☐ Departing site

ACTIVITY

- ☐ Active participation
- ☐ Observing/resting
- ☐ Lounging/socializing
- ☐ Horseplay
- ☐ Other: _____

SPECIAL CIRCUMSTANCES

- ☐ None
- ☐ Unauthorized activity
- ☐ Unauthorized presence
- ☐ Equipment related problem
- ☐ Intoxication
(This Person) (Another)
- ☐ Other: _____

LOCATION

- ☐ Parking lot
- ☐ Entry area
- ☐ Massage
- ☐ Locker room
- ☐ Dance room
- ☐ Free weights
- ☐ Exercise machine
- ☐ Weight machine
- ☐ Racquet court (Tennis)

(Squash) (Racquetball)
Where specifically in the area noted
above: _____

- ☐ Sauna
- ☐ Tanning
- ☐ Gymnasium
- ☐ Track
- ☐ Pool

SITUATION

- ☐ Fall (Slip) (Trip) (Pushed)
(Lost Balance)
- ☐ Hit by: _____
- ☐ Collision with: _____

☐ Non-contact injury

☐ Other: _____

If Fall, Shoe Worn:

- ☐ Sneakers
- ☐ Slip-ons
- ☐ Pumps
- ☐ High heels
- ☐ Boots
- ☐ Walking shoes
- ☐ None
- ☐ Other: _____

Describe how accident happened: (Continue on back if needed.)
(Print)

Witness name: _____ Phone: _____

Witness name: _____ Phone: _____

Completed by: _____ Phone: _____ Manager Review _____ Date _____

INCIDENT HANDLING GUIDELINES

When a patron at or around the venue goes down with an injury--and whether attention is given by a staff member, nurse, EMT or other assigned personnel--both the injured person and the situation need to be evaluated and stabilized, whether it is until the ambulance arrives and takes over, until the person can be taken to the 1st aid room for care and observation, or until the person refuses care and/or elects to resume activity without further attention. Regardless of which scenario and which personnel, there are a number of do's and don'ts while attending to the injured person's needs. Among them are:

- **Don't** accept or even suggest fault for the incident.
- **Don't** make any promises about anything.
- **Don't** make payment or say his/her medical bills will be paid.
- **Don't** give any information about your insurance coverage.
- **Don't** recommend any medical facility unless told to do so.
- **Don't** reflect an attitude of boredom or nuisance or impatience.
- **Don't** argue or patronizingly agree with any disagreeable statement by the injured person
- **Don't** leave the person unattended until transferred to health or security personnel in the pre-authorized manner or released at their own request.
- **Don't** fail to observe and record any significant circumstance.
- **Don't** hesitate to correct any hazardous situation (e.g., wet spot) as soon as reasonable after attending to the person.

- * **Do** give respect and appropriate attention to the stricken person.
- * **Do** assist within the local system of obtaining and recording the relevant information about the incident on the Report Form being used for this facility/program.
- * **Do** contact security or other designated personnel so that an investigation and warranted controls/remediations can be launched without unnecessary delay.
- * **Do** ask the person what he/she believe happened and record such in his/her own words if at all possible.
- * **Do** note in the report if observable circumstances differ from, or reflect in any way on, what the person is claiming.
- * **Do** note in the report if the person is noticeably upset or actually complaining about the cause of his/her accident.
- * **Do** give respect to any complaint. **If warranted**, offer to “check with the insurer” and get back to them “after talking with a knowledgeable person”.

This image shows a blank sheet of white paper with horizontal ruling lines. The lines are evenly spaced and extend across the width of the page. There are no margins, text, or other markings on the paper.