

## **Incident Report Checklist**

- Dial 911:** This should be done if there is any question to the member's injury and/or well-being.
- Administer First Aid:** Bandages, Pressure, Ice, Water, Space, etc.
- Contact Management:** This should be done immediately following steps 1 and 2.
  - Incident Report:** Gather and provide detailed documentation of all information regarding incident/injury.
  - EMT Information:** Collect Name, Station Number and Badge ID
  - Note Member's Actions:** How did they respond when offered medical attention? Did they deny/accept EMT transport, etc.? Did they continue to work out?
- Witness Report(s):** Gather all parties involved to fill out individual Witness Reports.
- Photographs:** Take pictures of area where incident occurred.
  - Emergency Stops** (if applicable)
  - Serial Numbers**
  - Model Numbers**
  - Broad/Close Pictures Of Area**
  - Injury** (if applicable)
- Extract Video Surveillance**
- Review All Incident Documentation:** Ensure dates, times and accounts of incident are accurate and that proper photos are taken.
- Submit To Fitness Insurance:** Contact Fitness Insurance to inform them of intent to send over incident information. Send the following:
  - Incident Report**
  - Witness Report(s)**
  - Photos**
  - Video Surveillance**
  - Copy of Membership Agreement (front and back)**
  - Usage Report From Start Of Membership To Current**
- Follow Up With Fitness Insurance To Ensure Receipt**
- Follow Up With Member (Next Day - If Applicable) To Check On Injury**

***IMPORTANT: UNDER NO CIRCUMSTANCE SHOULD ANY EMPLOYEE ADMIT FAULT OR RESPONSIBILITY OF AN INCIDENT.***

**NOTE: PROPER INCIDENT REPORTING IS ONE OF THE MOST IMPORTANT TASKS THAT STAFF WILL DO TO REDUCE LEGAL LIABILITY. EVERY INCIDENT, NO MATTER HOW SMALL, SHOULD BE COMPLETELY DOCUMENTED. DOCUMENTATION SHOULD BE WRITTEN IN A PROFESSIONAL AND CLEAR MANNER. THE INCIDENT REPORT AND CORRESPONDING DOCUMENTATION COULD BE USED AS LEGAL EVIDENCE.**

**NOTE: ALL DOCUMENTS COMPLETED AT THE TIME OF AN INCIDENT ARE INTERNAL DOCUMENTS AND NO COPIES ARE TO BE GIVEN TO ANYONE OTHER THAN THE GENERAL MANAGER. REQUESTS FOR SUCH DOCUMENTS SHOULD BE FORWARDED TO THE MANAGEMENT IMMEDIATELY.**