



Hike Safety - Hike Leader Work Sheet

PURPOSE: Utilize this worksheet to assure you have covered all salient points during hike. Complete back of this form upon hike completion and distribute to the Hike Level Coordinator. If injuries occurred during hike, complete form and additionally, email PCHC President, Hike Level Coordinator and PCHC Safety Committee Coordinator.

HIKE	DATE	HIKE LEADER

PRE-HIKE		
Distribute driving directions to the trailhead for all drivers		Communicate driver donation fees to group
Describe with group the details of the hike, any known hazards and estimated time to return to Eagles Nest.		Exchange cell numbers with 1 member of each auto
Assure you have maps & hike route		Get head count
Review with group need for adequate hydration & electrolytes		Match head count with Hike Member Registration sheet
Review with group need to carry completed File of Life packet		Return Hike Member Registration Sheet to EN Lobby drawer
2 walkie-talkies fully charged – carried by Hike Leader to trail head		
1 SPOT – to be carried by:		
1 PCHC First Aid Kit – to be carried by:		
1 GPS (optional) – to be carried by:		

TRAIL HEAD		
Circle up & introduce yourselves		Check cell phone reception
Get head count – should match pre-hike count		Check equipment: walkie-talkies, SPOT, 1 st aid kit, GPS
Remind all this is for pleasure & enjoyment of all		Remind all to stop when photographing or using bottled drinks
Remind all it's OK to ask for a hike slowdown or break		Remind all to notify Sweep when stepping off trail
Distribute walkie-talkies to Hike Leader and Sweep		

DURING HIKE		
Short breaks every 15 – 20 minutes for fluids, electrolytes		Get head count after every break
Stop & wait at trail junctions for all hikers Get head count		Ask how everyone is feeling
Check cell phone reception intermittently. Note successes		

SNACK TIME		
1/2 way through hike – look for shady spot for all hikers		Snack time is approximately 20 minutes
Ask about sore feet or hot spots - Best to treat now		Ask how everyone is feeling
Get head count		On departure, ask Sweep to inspect area

POST HIKE – BEFORE RETURNING HOME		
Get head count		Encourage hikers communicate good/bad of hike
Inquire whether any injuries or near incidences during hike. Document them on back of this form.		Recover 2 walkie-talkies, SPOT and PCHC First Aid Kit
Be sure ALL transportation is running & on the road		

POST HIKE – EN CLUBHOUSE		
Provide final hike mileage on Hike Member Registration Sheet		Complete back of this work sheet if injuries or notable items

PebbleCreek Hiking Club Incident/Injury Reporting Form

Purpose: The intent of the Incident/Injury Report is to capture learnings from injuries, near incidents, and other unplanned hiking events so that actions to prevent their recurrence can be identified and implemented.

What to Report: Any significant injury, or incident with the potential to result in a significant injury. As a rule of thumb, this would usually include injuries requiring more than "self treatment" by the hiker.

Responsibilities: The Hike Leader will determine whether an incident should be reported based on severity and learning potential. The Hike Leader will be responsible for completing the Report Form and submitting it to the Safety Committee for review.

Hike Leader:	Injured Person(s):	Incident Date/Time:	Incident Location:
Witnesses:	Treatment Provided:		

Brief Description of Incident:

What Lessons Were Learned?

Actions to Prevent Recurrence:

What?	Who?	When?

Reviewed by PCHC Safety Committee:

_____ Date

_____ Initials