

APPENDIX C

CLEVELAND ROWING FOUNDATION INCIDENT REPORT

- Incident reports must be filled out immediately after an incident occurs and submitted to the ED or Safety Director electronically at **clevelandrowing@gmail.com** or in the mailbox outside the ED office within 24 hours. For an emergency, please contact the Safety Director.
- The Coast Guard (216-937-0112) must be called immediately if any of the three **Bold Underlined Headings** are checked “YES.” Read off the above information over the phone.

Contact Information of Person Making Report

Name: _____ Date of Report: _____
 Address: _____ Phone number: _____
 Email: _____ Member Org. Affiliation: _____

Incident Details

Date of Incident: _____ Time of Incident (AM/PM): _____
 Lighting Conditions: Light Twilight Dark
 Weather Condition: Rain Wind

Check closest landmark(s):

<input type="checkbox"/> Old River Bed	<input type="checkbox"/> Willow Street Bridge	<input type="checkbox"/> NS #1 RR Bridge	<input type="checkbox"/> Lake Erie
<input type="checkbox"/> Main Street Bridge	<input type="checkbox"/> Nautica Pavilion	<input type="checkbox"/> Center Street Bridge	<input type="checkbox"/> CRF Dock
<input type="checkbox"/> Metroparks Dock	<input type="checkbox"/> Columbus Road Bridge	<input type="checkbox"/> Foundry	<input type="checkbox"/> Carter Road Bridge
<input type="checkbox"/> Firehouse Station #21	<input type="checkbox"/> Carnegie Bridge	<input type="checkbox"/> NS #2 RR Bridge	<input type="checkbox"/> I-90 Innerbelt Bridge
<input type="checkbox"/> West 3 rd St. Bridge	<input type="checkbox"/> Marathon Bend	<input type="checkbox"/> Turning Basin	<input type="checkbox"/> Morgan Run

Shell(s):

Name of Shell(s): _____
 Shell(s) Involved: 8 4 4x (Quad) 2 (Pair) 2x (Double) 1x (Single)
 Coxed: No Yes
 Bow/Stern Lights No Yes Not required at time
 Used: _____
Damage to Rowing Equipment: No Yes, and described below in Narrative Section

CRF Crew(s) Involved:

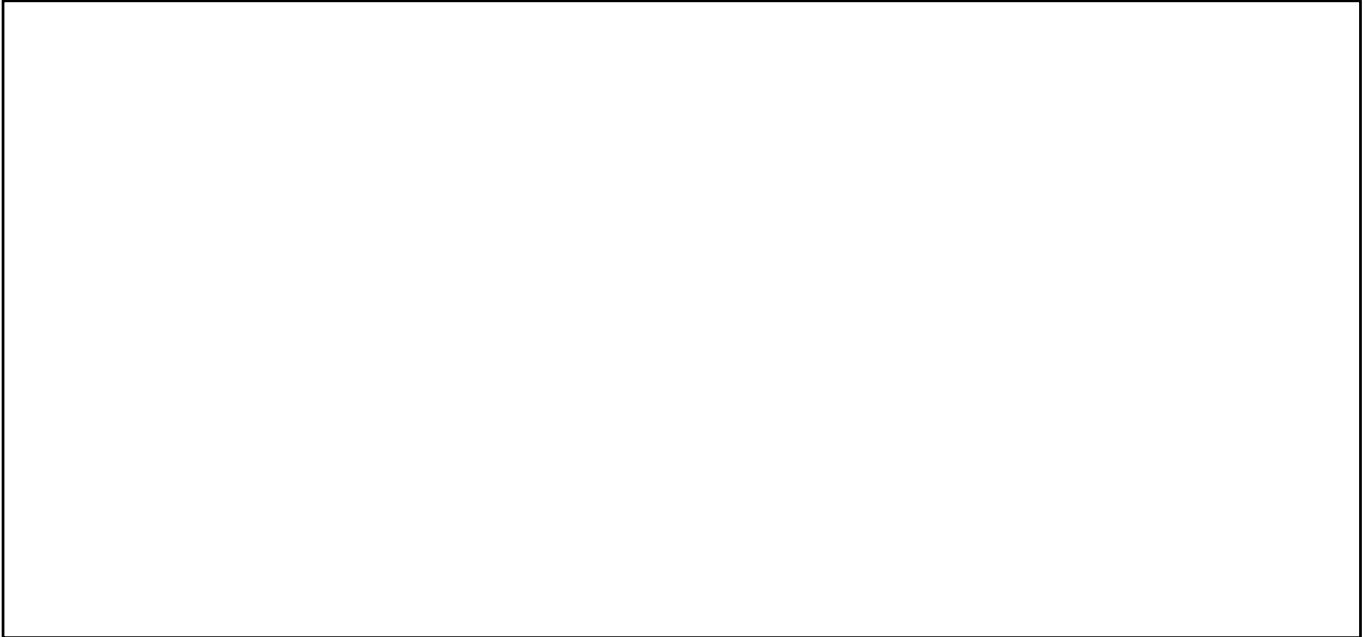
CMSD St. Ignatius Shaker Heights Western Reserve
 Baldwin Wallace Case Western Reserve Cleveland State John Carroll
 Crew Experience Level: Novice 2-3 years 4-5 years > 6 years

Injuries: No Yes, and described below in Narrative Section

Launch(es) Involved:

Coaches involved: _____
 Location of Nearest Launch at Time of Incident: _____
 Safety Equipment Available: Large PFD Box Small Orange Safety Box Lights
 Radio Being Used: No Yes Not required
Radio Confrontation or Otherwise: No Yes, and described below in Narrative Section

In cases where illustration is useful (e.g collisions), please clearly diagram the incident in the box below. For **all** shells involved, **illustrate** and **label**: orientation of vessels, location (side) of river, direction of travel, nearby landmarks, and any other significant information.



Incident Narrative:

Process Improvement Suggestion (if any):
