

PUNCH LIST FOR INCIDENT INVESTIGATION

INJURED'S NAME: _____

SKI AREA: _____

DATE/TIME OF INCIDENT: _____ DATE/TIME OF INVESTIGATION: _____

I. FORMS

- _____ Incident Report Form
- _____ State Tramway Accident Report (if lift related)
- _____ Post Accident Inspection Form (if rental related)
- _____ Local EMS "Run Sheet" (if injured taken by ambulance)
- _____ Supplementary Forms (such as vitals sheets, local area forms)
- _____ Local or State Police Report (if applicable)

II. DOCUMENTATION

- _____ Lift Ticket used that day
- _____ Rental Ticket (if applicable)
- _____ Season Pass Application (if applicable)
- _____ Rental Technician Certification Documentation
- _____ Releases (if participating in race or special function)
- _____ Trail Map of Area with Incident Site Notated

III. LOGS/RECORDS

- _____ Trail Condition Sheet (day prior, day of incident)
- _____ Weather Reports (day prior, day of incident)
- _____ Grooming Logs (day prior, day of incident)
- _____ Snowmaking Logs (day prior, day of incident)
- _____ Maintenance Logs (day prior, day of incident)
(Sanding, salting, etc. for premise incidents)
- _____ Patrol Run Sheet
- _____ Patrol Documentation (Other such as Work Run Logs, etc.)
- _____ Staff Training Documentation (if applicable)
- _____ Binding Maintenance Record (if available)
- _____ Ticket Sales (documentation of skier visits)
- _____ Lift Log (if lift related incident)

IV. STATEMENTS

- _____ Witnesses (specific factual description of incident)
- _____ Friends (even if not witnessed) What were they doing prior to incident?
- _____ Patrollers (what they saw, what they did, what they heard)
- _____ Others involved

V. PHOTOS

- _____ Signage of Lift Accessing Terrain
- _____ Signage in Base Area (warnings, trail maps, etc.)
- _____ Signage on Trails Leading to Incident
- _____ Photos showing Path to Incident Site (reconstruct route)
- _____ Photos of Incident Scene (pan shots, close-ups, especially points of impact and rest)
- _____ Photos of Equipment (if lost prior to point of rest)
- _____ Area Photos (of incident)
- _____ Videotape (of above)

VI. DIAGRAM

- _____ Incident Site (include all components on I/I Diagram Sheet. Include measurements, linear and slope).

VII. MISCELLANEOUS

- _____ Principal Investigator's Comments (general factual commentary i.e. what you saw, what you did, what you heard)
- _____ Follow Up Forms, Correspondence
- _____ Other Notes, Comments
- _____ Articles, Press Releases, etc.