



SCCA Solo Safety Committee
800-770-2055
www.scca.com

Incident reporting

The SSC has covered this subject several times and we felt we should cover some of the items again.

First, when to report an incident and who to report to? The 2004 rules on page 252 states:

F. REPORTING AN INCIDENT

If one of the following incidents occurs

- Spectator, or participant fatality
- Serious participant injury (requiring medical treatment)
- Any spectator injury

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(Here's what you do)

1. Call SCCA Risk Management's emergency number 1-800-770-9994, immediately
2. Complete and mail the SCCA Incident Report Form and the original waiver to Risk Management
3. Complete and mail the Insurance Claim Form (green) to Wisenberg Insurance, Inc.

VERY IMPORTANT! Be sure the Incident Report Form is complete and properly filled out. There are separate spaces for vehicle-to-vehicle contact (Section 1) and vehicle to person (Sections 1 and 2). If the incident involves only a person, (Section 2). If it involves a vehicle and/or event property, (Sections 1 and 3).

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If one of the following incidents occurs

- Minor participant injury (no medical assistance required)
- Property damage. Damage to a competition vehicle is considered property damage and must be reported to SCCA Risk Management and the Divisional Safety Steward

(Here's what you do)

1. Complete and mail the SCCA Incident Report Form to SCCA Risk Management
2. Within one business day of the event, call the DSSS and report the incident

Things are usually rather hectic when an incident occurs, but it is important that you record the information as accurately as possible. Ask the other SSS for help accumulating the information that is required on the Incident Report Form and have them review the

form to be sure it is accurate and complete. Take your time and get it accurate, this may be the only written evidence of the incident.

Although the National Rules are not written this way, we would like to have the DSSS for your Division more involved in the written part of the Incident Reporting procedure. Some of you may recall that the old Incident Report Form had three pages, one to go to Risk Management, one to go to the DSSS, and one for you to file in your Region's records. Today we have two pages, one for Risk Management and one for your Region's record, which will leave the DSSS out of the process unless you follow the rules and give them a call. We have asked the DSSS's to work with you during the call to be sure the incident is adequately described on the Incident Report Form so use this service to your advantage.

If you have any questions, please contact your DSSS or a member of the SSC.