

## TRRA Post-Incident Process

1. Responsible parties (Coach, Crew Leader or Steersperson) should stabilize the situation and make sure that all crews are safe and together. All boats should stop immediately in the case of an incident and follow instructions by responsible party.
2. Responsible parties should contact emergency response if necessary and contact TRRA Executive Director if required (see Incident Matrix). Coach, Crew Leader or Steersperson uses own discretion to decide if emergency response is needed on the water or on land.
3. Immediately upon the crews return to land, an Incident Report should be filled out by the responsible party and any others effected that would like to fill out a report, and given to TRRA Executive Director. Equipment damage should be reported if necessary.
4. TRRA Executive Director will review incident report and decide if any further action needs to be taken. If necessary, TRRA Executive Director will call an emergency meeting for the Safety Committee to review an incident and discuss further action and a communication plan.
5. TRRA Executive Director will reach out to responsible party that filled out the incident report to let them know next steps, if necessary.
6. TRRA Safety Committee will review all Incident Reports at bi-annual safety meetings to be aware of trends or incidents that need to be discussed further.