

Snow Sports National Incident Database (NID)

**A guide on how to enter an
incident**



NEW ZEALAND MOUNTAIN SAFETY COUNCIL



Introduction

This guide is for the person who is entering an incident on the National Incident Database (NID) this could be a patroller, an administration staff member or medical administration staff at your ski area.

The NID is an on-line database where registered individuals and organisations involved in outdoor activities can report any incidents that happen during the running of their business.

When an incident occurs, patrollers complete part of a National Ski Patrol Incident Reporting Form. This form is then passed on to medical staff if the injury is serious. A form should be completed for each patient involved in an incident.

Once the form is completed, your ski area retains a copy to enter on the NID.

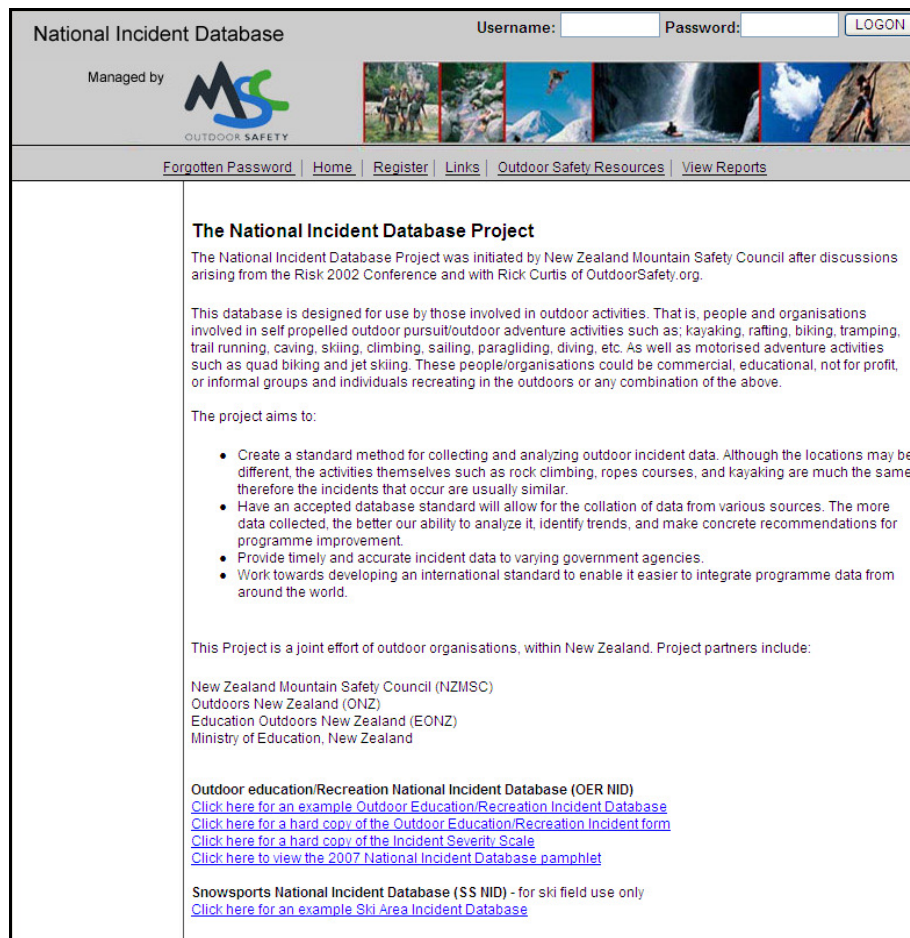
This guide explains how to register a ski area and report an incident on the NID.

Acknowledgments

Our thanks to ACC and the NZ Snowsports Council for providing funding for the improvements to the Snowsports NID. These improvements include: upgrades to the web-based Snowsports NID, the redesign and printing of the NID ski patrol reporting form, and the writing of two guides on how to complete the reporting form and how to enter an incident into the database. Thanks also to the ski area staff that provided us with their feedback and suggestions for these improvements.

Registering a ski area

Before you can report an incident, you must register your ski area on the NID. To do this, go to the NID website at www.incidentreport.org.nz



National Incident Database

Managed by **MS OUTDOOR SAFETY**

Username: Password:

[Forgotten Password](#) | [Home](#) | [Register](#) | [Links](#) | [Outdoor Safety Resources](#) | [View Reports](#)

The National Incident Database Project

The National Incident Database Project was initiated by New Zealand Mountain Safety Council after discussions arising from the Risk 2002 Conference and with Rick Curtis of OutdoorSafety.org.

This database is designed for use by those involved in outdoor activities. That is, people and organisations involved in self propelled outdoor pursuit/outdoor adventure activities such as: kayaking, rafting, biking, tramping, trail running, caving, skiing, climbing, sailing, paragliding, diving, etc. As well as motorised adventure activities such as quad biking and jet skiing. These people/organisations could be commercial, educational, not for profit, or informal groups and individuals recreating in the outdoors or any combination of the above.

The project aims to:

- Create a standard method for collecting and analyzing outdoor incident data. Although the locations may be different, the activities themselves such as rock climbing, ropes courses, and kayaking are much the same therefore the incidents that occur are usually similar.
- Have an accepted database standard will allow for the collation of data from various sources. The more data collected, the better our ability to analyze it, identify trends, and make concrete recommendations for programme improvement.
- Provide timely and accurate incident data to varying government agencies.
- Work towards developing an international standard to enable it easier to integrate programme data from around the world.

This Project is a joint effort of outdoor organisations, within New Zealand. Project partners include:

New Zealand Mountain Safety Council (NZMSC)
Outdoors New Zealand (ONZ)
Education Outdoors New Zealand (EONZ)
Ministry of Education, New Zealand

Outdoor education/Recreation National Incident Database (OER NID)
[Click here for an example Outdoor Education/Recreation Incident Database](#)
[Click here for a hard copy of the Outdoor Education/Recreation Incident form](#)
[Click here for a hard copy of the Incident Severity Scale](#)
[Click here to view the 2007 National Incident Database pamphlet](#)


Snowsports National Incident Database (SS NID) - for ski field use only
[Click here for an example Ski Area Incident Database](#)

Below the banner at the top of the page are several headings. Select Register.

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Next, select NZ Skifield from the drop the drop-down menu, and click Next.

National Incident Database

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Username: Password:

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National Incident Database Registration

Please choose the category in which you primarily belong: (see below for more details)

--- Please select a category ---

--- Please select a category ---

Adventure Tourism : commercial outdoor activities.

Government Department

National Organisation / Club : with a national membership

NZ Skifield : commercial ski field operation.

Other

Outdoor Centre / Provider : adventure based learning.

Outdoor Events : organised races such as multisport.

Recreational Club : non-national clubs.


School : primary or secondary, year 1 - 13.

Tertiary Institution : polytechnics, universities.

Outdoor Centre / Provider :	Outdoor skills, Adventure based learning, personal development using the outdoors.
National Organisation / Club :	Organisations and clubs with a national membership.
Recreational Club :	Non national clubs eg tramping, multisport, orienteering. Generally run by volunteers.
Tertiary Institution :	Polytechnics, universities
Government Department :	Any government department
Outdoor Events :	Organised races such as multisport, cycling, trail running, orienteering, adventure racing, etc or other similar types of outdoor events.
Other :	If you don't fit into any other category.

You should now see the following screen:

National Incident Database

Managed by 

Username: Password:

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National Incident Database Registration

Please note fields with an * are compulsory

Ski Field Name*

Region*

Point of Contact for Ski Field

First Name*

Last Name*

Physical Address

Mailing Address*

Phone* eg: 07 356 2545

Fax eg: 07 356 2545

Mobile eg: 0274 356 2545

Email* eg: jones@xtra.co.nz

Please ensure your email is correct as this is where your password will be sent.

User Name*

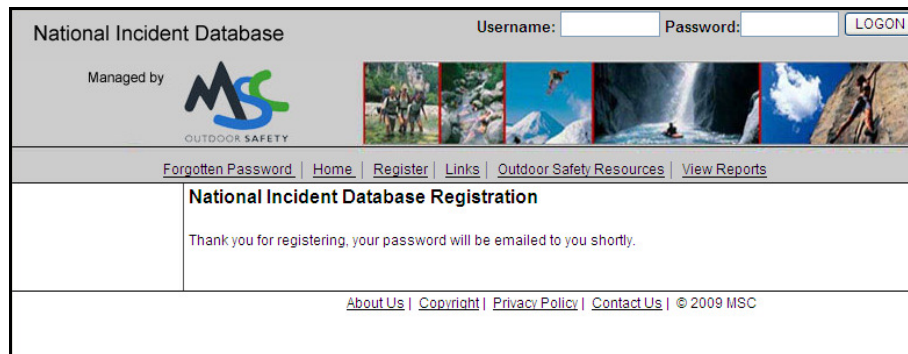
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Enter details into the blank fields. Make sure you remember your user name – you (and other staff members) will need this to log on to the NID when reporting an incident.

Note: when giving an email address, if possible use a generic address such as admin@.... If contact people give a personal email address ([bob@...](#)) and then leave the organisation, then this information will be out of date. If a generic email address is used, then this information doesn't change when contact people come and go from the organisation.

When you are finished, hit Register. You will then be given the following message:

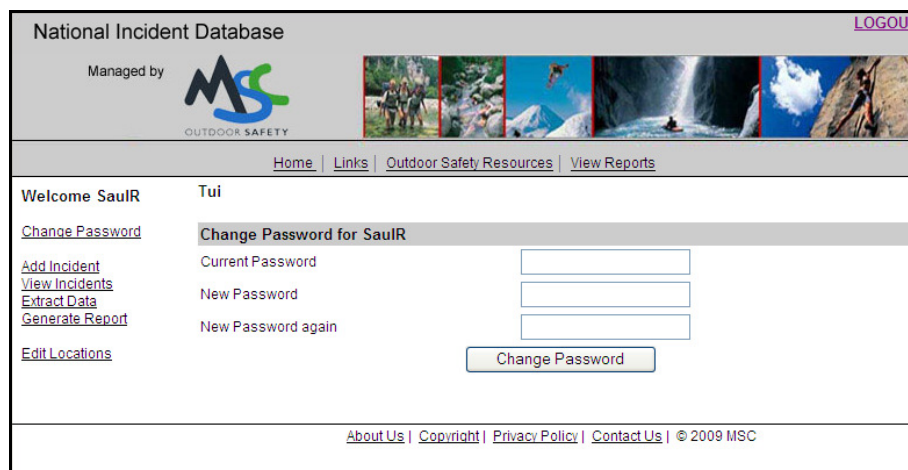


The screenshot shows the 'National Incident Database' registration page. At the top, there is a header with the title 'National Incident Database', a 'Managed by' logo for 'MSC OUTDOOR SAFETY', and a row of five small images showing outdoor activities. To the right of the header are input fields for 'Username:' and 'Password:', followed by a 'LOGON' button. Below the header is a navigation bar with links: 'Forgotten Password', 'Home', 'Register', 'Links', 'Outdoor Safety Resources', and 'View Reports'. The main content area is titled 'National Incident Database Registration' and contains the message: 'Thank you for registering, your password will be emailed to you shortly.' At the bottom of the page is a footer with links: 'About Us', 'Copyright', 'Privacy Policy', 'Contact Us', and '© 2009 MSC'.

You will shortly receive an email which will give you your user name and password. You can use these to log on to the NID to report an incident.

Changing your password

You can change the automatically generated password emailed to you by selecting Change Password in the left side menu.



The screenshot shows the 'National Incident Database' user interface. At the top, there is a header with the title 'National Incident Database', a 'Managed by' logo for 'MSC OUTDOOR SAFETY', and a row of five small images showing outdoor activities. To the right of the header is a 'LOGOUT' button. Below the header is a navigation bar with links: 'Home', 'Links', 'Outdoor Safety Resources', and 'View Reports'. The main content area is divided into two columns. The left column contains a 'Welcome SaulR' message and a list of links: 'Change Password', 'Add Incident', 'View Incidents', 'Extract Data', 'Generate Report', and 'Edit Locations'. The right column is titled 'Tui' and contains a section titled 'Change Password for SaulR'. This section has three input fields: 'Current Password', 'New Password', and 'New Password again'. Below these fields is a 'Change Password' button. At the bottom of the page is a footer with links: 'About Us', 'Copyright', 'Privacy Policy', 'Contact Us', and '© 2009 MSC'.

Adding areas and locations

Before you can register an incident, you need to add incident locations to the database. Select Edit Locations from the list in the left side menu. You should get a screen that looks like this:

The screenshot shows the 'National Incident Database' interface. At the top, it says 'Managed by MS OUTDOOR SAFETY' with a logo and a row of five small images showing outdoor activities. Navigation links include 'Home', 'Links', 'Outdoor Safety Resources', and 'View Reports'. A 'LOGOUT' link is in the top right. The left sidebar shows a welcome message 'Welcome SaulR' and a list of links: 'Change Password', 'Add Incident', 'View Incidents', 'Extract Data', 'Generate Report', and 'Edit Locations' (which is highlighted). The main content area is titled 'Tui' and 'Edit Locations:'. It contains a note: 'Changing your locations will not affect previous incident locations. The locations you set up below are used when entering an incident and for the new report format from May 2008.' Below this is the 'Add Area' section with a text input field and an 'Add New Area' button. The 'Add Location:' section follows, with a note: 'The specific names of the trails, features, cafe's, car parks etc. Use the following key words where applicable: load, unload, towers, rail, jump, box, snowgun, fence and unknown.' It has three fields: 'Area Name' (a dropdown menu), 'Location Name' (a text input field), and 'Difficulty / Category' (a dropdown menu). An 'Add Location' button is at the bottom right. At the very bottom, there is a table with three columns: 'Area Name', 'Location Name', and 'Difficulty / Category'.

Adding areas

First, add an area for your ski area. The area entered should describe the general areas around the ski area. These are often named after the ski lift that provides access to that area, a major natural or man-made feature (e.g. a ridge or terrain park) and other non-skiing areas (e.g. a car park or lodge). Type in the name of the area and hit Add New Area.

The screen should change and show the new area in the table at the bottom of the page. The new area should also be in the **Area Name** drop-down menu beneath the **Add Location** heading.

This screenshot is a close-up of the 'Add Location' form. The 'Area Name' dropdown menu is open, showing three options: 'Off trail', 'Backcountry', and 'Off trail' (which is highlighted). The 'Location Name' text input field is empty. The 'Difficulty / Category' dropdown menu is set to '-- Please Select --'. The 'Add Location' button is visible. At the bottom, the table from the previous screenshot is shown, now containing two rows: 'Backcountry' and 'Off trail', each with 'U' and 'X' icons in the 'Difficulty / Category' column.

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Adding locations

For each area, you can also add locations. These are more specific parts of the area. For example, if the area was “Express chair”, you would list the ski runs that are serviced from the Express chair such as Nosedive, Dog leg, Broken leg gully. Depending on the level of detail you wanted, you could, for example, add “Upper dog leg” and “lower dog leg”. We also recommend listing the location “off-load” and “on-load” for each lift.

For each location, you have to allocate a Difficulty/Category from the list below:

Add Location:
 The specific names of the trails, features, cafe's, car parks etc. Use the following key words where applicable: load, unload, towers, rail, jump, box, snowgun, fence and unknown.

Area Name: Location Name: Difficulty / Category:

Area Name	Location Name	Diff
Backcountry		
Off trail		

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You need to have entered an area into the NID for your ski area to be able to report an incident. It is possible to add a new area and/or location at any time.

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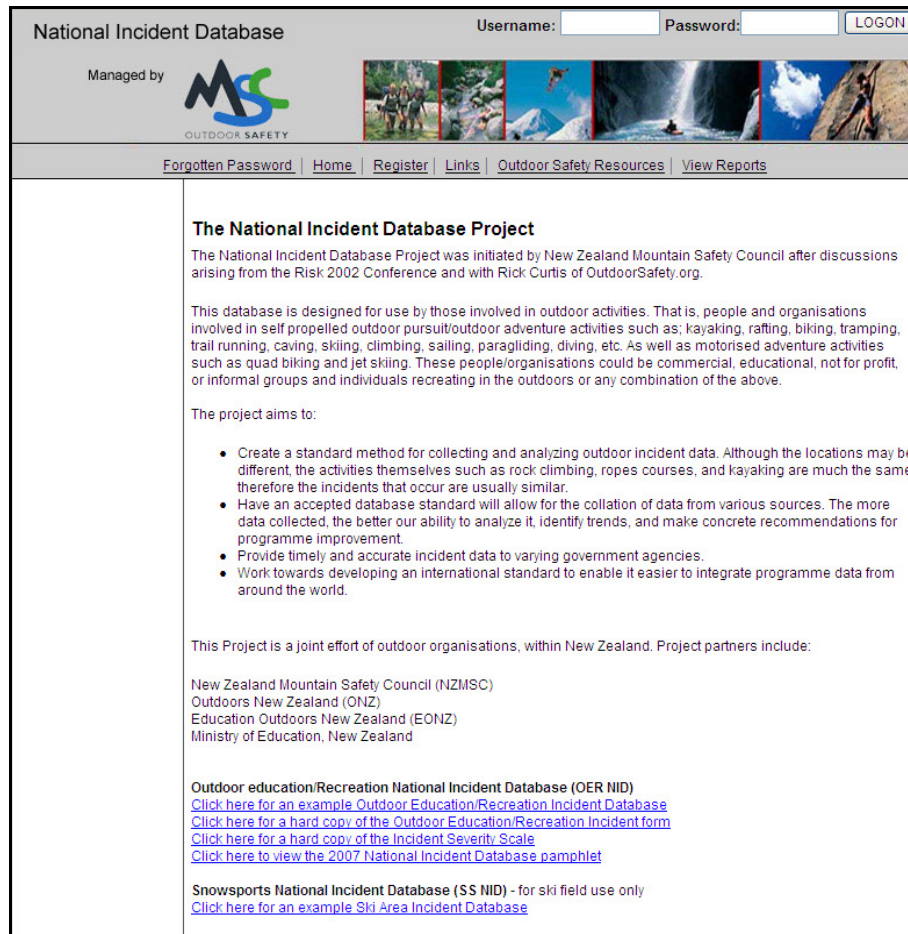
Examples of areas and locations

Area Name	Location Name	Difficulty / Category	U	X
Carpark			U	X
	Lower carpark	General	U	X
	Middle carpark	General	U	X
	Upper carpark	General	U	X
Cosmos Ridge			U	X
	Booty s run	Off Trail	U	X
	Siberia	Off Trail	U	X
Hot chilli T Bar			U	X
	Moana	Trail-Green	U	X
	Salsa	Trail-Double Black	U	X
Motherlode Chair			U	X
	Main run	Trail-Blue	U	X
	Off load	Lifeline	U	X
	Possum track	Trail-Green	U	X
	Up load	Lifeline	U	X
Mountain Chair			U	X
	Cannonball Run	Trail-Blue	U	X
	Hole in the wall	Trail-Black	U	X
	Off load	Lifeline	U	X
	Up load	Lifeline	U	X
Paradise lodge			U	X
	Inside	General	U	X
	Outside	General	U	X
Terrain Park			U	X
	Bonk	Feature-Expert	U	X
	Fun box	Feature-Intermediate	U	X
	Half pipe	Feature-Advanced	U	X
	Table top	Feature-Novice	U	X

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Logging on to the website

You can access the NID at www.incidentreport.org.nz



The screenshot shows the homepage of the National Incident Database. At the top, there is a header with the title 'National Incident Database' and a 'LOGON' button next to 'Username:' and 'Password:' input fields. Below the header, there is a navigation bar with links: 'Forgotten Password', 'Home', 'Register', 'Links', 'Outdoor Safety Resources', and 'View Reports'. The main content area features a section titled 'The National Incident Database Project' with a paragraph describing its origin and purpose. Below this, there is a list of project aims. Further down, it lists project partners and provides links to related resources like the OER NID and SS NID.

National Incident Database Username: Password:

Managed by  

[Forgotten Password](#) | [Home](#) | [Register](#) | [Links](#) | [Outdoor Safety Resources](#) | [View Reports](#)

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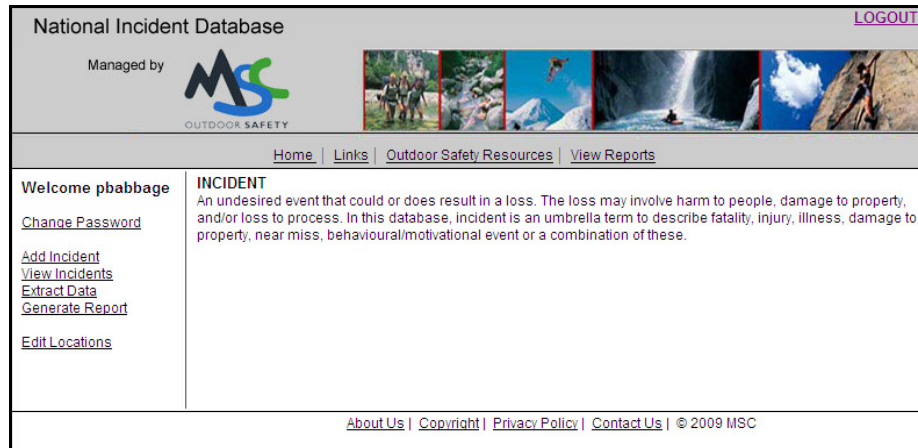
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Snowsports National Incident Database (SS NID) - for ski field use only
[Click here for an example Ski Area Incident Database](#)

At the top right of the page you enter your ski area's username and password. This will log you on to the database. If you don't know your username and password, ask your supervisor. Otherwise, you can email nid@mountainsafety.org.nz

A guide on how to enter an incident

Once you are logged on, you will see a screen like this:



Along the left side there are several menu options. To report an incident, select [add incident](#).

Reporting an Incident

Once you have logged in, select [add incident](#) in the left side menu to report an incident.

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This is the page where you will be entering information from the National Ski Patrol Incident Reporting Form.

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All of the information you will be entering will be in section 4 of the form:

4. Ski patrol/medical centre to complete	Statistics: Collated for national snowsports injury statistics Date of incident: <input type="text"/> / <input type="text"/> / <input type="text"/> Time of incident: <input type="text"/> am/pm Age <input type="text"/> Male <input type="checkbox"/> Female <input type="checkbox"/> Ethnicity <input type="text"/>	NID Incident # (optional): <input type="text"/> Cause of incident: Fell <input type="checkbox"/> Fell after jump <input type="checkbox"/> Lift accident <input type="checkbox"/> Other <input type="text"/> and/or collision with: Skier <input type="checkbox"/> Boarder <input type="checkbox"/> Natural object <input type="checkbox"/> Man made object <input type="checkbox"/>
	Incident location: <input type="text"/> Activity: By stander <input type="checkbox"/> Skier <input type="checkbox"/> Snowboarder <input type="checkbox"/> Tubing <input type="checkbox"/> Other <input type="text"/> Transport: Heli <input type="checkbox"/> Rig <input type="checkbox"/> Snowmobile <input type="checkbox"/> Walk-in <input type="checkbox"/> Other <input type="checkbox"/> Severity code: (A-E, choose one) <input type="checkbox"/> Injury 1 Injury 2 Injury 3 Injury code: <input type="text"/> , <input type="text"/> <input type="text"/> , <input type="text"/> <input type="text"/> , <input type="text"/> Snow conditions: Soft <input type="checkbox"/> Hard <input type="checkbox"/> Ice <input type="checkbox"/> Spring <input type="checkbox"/> Visibility: <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/>	Ability: Learner <input type="checkbox"/> Intermediate <input type="checkbox"/> Advanced <input type="checkbox"/> Expert <input type="checkbox"/> N/A <input type="checkbox"/> Safety equipment: Helmet <input type="checkbox"/> Wristguards <input type="checkbox"/> N/A <input type="checkbox"/> Rental equipment: Yes <input type="checkbox"/> No <input type="checkbox"/> Area staff: Yes <input type="checkbox"/> No <input type="checkbox"/> Work injury: Yes <input type="checkbox"/> No <input type="checkbox"/> Patroller name: <input type="text"/> Signature: <input type="text"/>

- **Date of incident:** Type in the date of the incident as day/month/year.
- **Time of incident:** Type in the time of the incident, using a 24 hour format, and to the nearest hour. For example, if the incident occurred at 3.20pm, you would enter 15.
- **Age:** Type in the age of the patient.
- **Gender:** Tick either male or female.
- **Ethnicity:** Select the ethnicity.
- **Incident Location:** Select the area and/or location indicated on the form. If the area and/or location is not listed, you can add the location by going to the edit locations option in the left side menu. If you do this while registering an incident you will lose some of the data you have entered so far. To ensure a standardised system first check with your supervisor before adding any new locations.
- **Activity:** Select the activity.
- **Transport:** Select the transport the patient used to get from the incident location to the medical facility.
- **Severity:** Select the severity of the patient's condition.
- **Injury Event Code:** Click on the "event codes wizard" and select the numbers and letters recorded on the form.
- **Snow conditions:** Select the snow condition. If no boxes are ticked on the form, then select N/A.
- **Cause of incident or collision with:** Select either an incident type (fall etc) or collision type (i.e. skier etc), depending on what is written on the form.
- **Visibility:** Select the visibility type. If no boxes are ticked on the form, then select Unknown.

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- **Ability:** Select the ability type.
- **Safety equipment:** Select the appropriate option.
- **Rental equipment:** Select yes or no.
- **Area staff:** Select yes or no.
- **Work injury:** Select yes or no.


Once you've finished entering the information, hit the Next button on the screen.

Preview Incident

You will be shown a preview of all of the information you have entered. Double-check it against the information on the form. If you are happy with it, hit Finish. If you would like to make a change, hit Back.

National Incident Database

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Welcome SaulR

[Change Password](#)

[Add Incident](#)

[View Incidents](#)

[Extract Data](#)

[Generate Report](#)

[Edit Locations](#)

PREVIEW INCIDENT

Entered By: NZ Skifield : commercial ski field operation. - Tui - SaulR

Region	Tui
Date of incident	16-06-2009
Time of incident	15:00
Age	34
Gender	m
Ethnicity	Pacific Island
Accident Location	Backcountry--
Activity	Snowboarder
Transport	Helicopter
Severity/Injury Event Code	B:4.B:3:6.L:7
Snow Conditions	Hard
Cause of Accident or Collision with	Collision with natural object
Visibility	:Overcast
Ability	Expert
Safety Equipment worn	Helmet
Mountain Rental Property	0
Area Staff	No
Work Injury	No

Other Notes

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Finish

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A guide on how to enter an incident

You need to write the Incident ID on the National Ski Patrol Incident Reporting Form in section 4

The incident has now been reported. You will be shown a summary of the information you have entered. Note that you will be given an Incident ID.

Problems?

If you have any problems entering the data, please contact your supervisor or the Mountain Safety Council at nid@mountainsafety.org.nz