

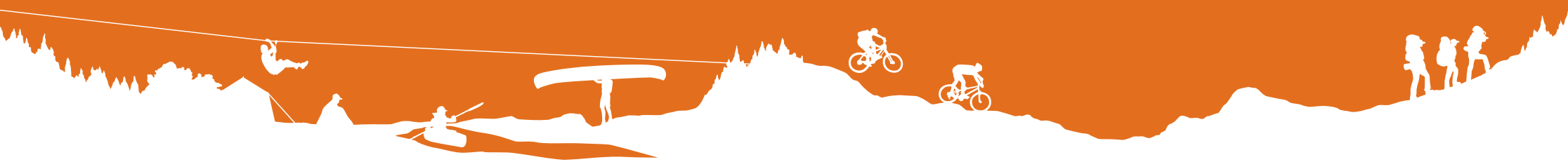


# Incident Reporting Kit



BOY SCOUTS OF AMERICA®

Prepared. For Life.®



BOY SCOUTS OF AMERICA  
1325 West Walnut Hill Lane  
P.O. Box 152079  
Irving, Texas 75015-2079  
www.scouting.org



Within eight hours after the death of any employee from a work-related incident or the in-patient hospitalization of three or more employees as a result of a work-related incident, you must orally report the fatality/multiple hospitalization by telephone or in person to the area office of the Occupational Safety and Health Administration, U.S. Department of Labor, that is nearest to the site of the incident. You may also use the OSHA toll-free central telephone number, 1-800-321-OSHA (1-800-321-6742). This includes any fatality or multiple hospitalization incident that occurs within 30 days of an incident. An employee is defined as any council or summer camp staff person.

### **BSA Employee Fatality**

Contact the BSA's Public Relations team, Fleishman-Hillard, at 855-870-2178, or the national office's communication specialist, David Burke, at 972-580-2280. Send email to PR@scouting.org. Local crisis situations can serve as early warning systems for detecting issues that might later develop into national concerns. As a result, it's always helpful if the National Council is aware of local crisis situations. Please take the proper steps to report incidents. Contacting crisis communication support alone does not qualify as filing an incident report.

### **National Crisis Communication Support**

### **RiskConsole Incident Reporting System on MyBSA/Resources**

## Additional Resources

SCOUT EXECUTIVE: _____	OFFICE: _____	HOME: _____	CELL: _____	EMAIL: _____	COUNCIL RISK MANAGEMENT CONTACT NAME: _____	PHONE: _____	EMAIL: _____	MENTAL HEALTH PROVIDER: _____
FIRE: _____	POLICE OR SHERIFF: _____	HOSPITAL: _____	RESCUE SQUAD/AMBULANCE: _____	CAMP LICENSED MEDICAL PRACTITIONER: _____				

## Emergency Telephone Numbers





## Purpose

The purpose of this kit is to provide volunteers and professional staff guidance on documenting and reporting incidents, injuries, and illnesses that occur during Scouting activities.

## BSA Incident Reporting Policy

The Boy Scouts of America provides a program for young people that builds character, trains them in the responsibilities of participating citizenship, and develops personal fitness. A key responsibility that we all share is providing an effective program that meets the needs of young people and provides the proper health and safety of everyone concerned.

It is important that we sustain the safe operation of our programs and promote continuous improvement through organizational learning. Timely and complete incident reports support analysis that is critical to identifying needed improvement of the programs offered by the Boy Scouts of America.

### What Is an Incident?

Loosely defined, an incident is any unplanned event that results in harm to an individual, property, or the environment.

### Why Report an Incident?

The information reported from incidents is valuable in preventing the reoccurrence of similar incidents. Reporting incidents promptly is also critical so we can respond to incidents in an appropriate manner, and it helps us properly manage any potential claims.

### How Do I Report an Incident?

Reporting requirements are based on the severity of the incident. Please see the Incident Descriptions and Reporting Instructions insert in this folder.

**Prepared. For Life.®**

## A Scout Is Trustworthy: Be Sure to Report

**Remember: ANY incident that requires the intervention of medical personnel, involves emergency responders, or results in a response beyond Scout-rendered first aid *must* be reported.**

### Report Writing Tips

It is imperative that you fill out any incident reports as thoroughly as possible. This will help bring clarity to the situation and avoid unnecessary calls or emails for additional information. Photographs of the site, facilities, vehicles, or equipment can add value to the report. The following examples demonstrate a good, better, and best approach to incident reporting. Remember to include only pertinent facts about the incident. Do not assign blame or include personal opinions or recommendations.

**Good:** At summer camp, a Scout was playing a game and fell, twisting his ankle. He was sent off camp for more help.

**Better:** This August, a Scout was playing tetherball at summer camp, when he fell and broke his ankle. He was sent to the ER and was released.

**Best:** On August 6, 2012, a Scout was playing a game of tetherball at a Beaver Dam Summer Camp event, when he fell and twisted his left ankle. The Scout was initially treated by other Scouts and the health lodge, but further treatment was needed. The Scout was diagnosed with a high ankle fracture, was treated in an ER, and released later in the day with a restriction to stay off the ankle until he sees his personal physician.

