



# INCIDENT REVIEWS ‘HOW-TO’

## BSA’s Commitment to Safety

The safety of our youth, volunteers, staff, and employees is an essential part of the Scouting experience. Any potential safety risks must be identified and reduced as youth are challenged to move beyond their normal comfort levels, discover new abilities, and develop traits of citizenship, character, fitness, and leadership.

The Scouting program, as contained in our handbooks and other literature, includes many safety features. However, no policy or procedure can be effective without the vigilance of trusted Scout leaders and other adults in executing the program.

Commit yourself to creating a safe and healthy environment by

- Knowing and executing the BSA program as contained in our publications
- Carefully planning each tour, activity, or event with the tools provided
- Setting the example for safe behavior and equipment use during program
- Engaging and educating all participants in discussions about hazards and risks
- Reporting incidents in a timely manner

## Introduction

Each incident described in the reviews actually occurred and has had a tremendous impact on our Scouting family. Out of respect, the names of those lost or injured are not shared. It is vital that we learn from the incidents and take action to prevent them from occurring again.

Many of the incidents illustrate the importance of executing the Scouting program as it is currently designed. Everyone should discuss ways to improve the local use of the program based on the Sweet 16 of BSA Safety at [www.scouting.org/HealthandSafety/Sweet16.aspx](http://www.scouting.org/HealthandSafety/Sweet16.aspx).

## How to Use Incident Reviews

- **Assign a facilitator or moderator.** (This person doesn’t have to be an adult.)
- **Share the incident narratives.** Use handouts and possibly a flip chart or a PowerPoint presentation.
- **Hold the discussion.** This can be done as a part of a monthly roundtable, a university of Scouting, or a National Camping School session. Or it might be a “safety minute” to open a district committee meeting, a unit committee meeting, a parent meeting, or a patrol leaders’ council meeting with youth. It could even be an informal talk around a campfire. Whatever the setting, include each of these elements:
  - › **Incident Reviews.** In addition to the review sheet, the facilitator should bring reference materials, training programs, or other resources that demonstrate the relevance of the topic to the audience.
  - › **Resources.** Show copies of the resources listed on each review sheet. If time allows, use these resources during the discussion.
  - › **Key Points.** The facilitator does not need to hand these out in advance. The points are offered to highlight what the resource materials say about running the specific program or activity.
  - › **Discussion Questions.** Let everyone know that there may not always be right or wrong answers to the questions. Group members might focus the discussion differently than the way the facilitator had planned. If so, that’s OK; just adapt the questions to allow a fruitful discussion.

**Be Prepared:** Not everyone will feel comfortable talking about the subjects. When sharing with youth, do it early in a meeting and allow time for them to ask questions or share observations. Consider having parents participate.

