



**SAFETY MOMENT Bulletin 2**  
**INCIDENT REPORTING HELPS**

**February 2017**

Summary: Following the Incident Reporting Policies timely and complete incident reporting provides the BSA with an opportunity for analysis of incidents that occur and promotes continuous improvement of our programs. In our experience, the sooner a clear, concise, and complete incident report is made, the sooner that an appropriate response to the incident can occur.

**Key Information:**

- *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 helps identify areas for improvement so we can help prevent the reoccurrence of similar incidents.
- *When do I report an incident?* Basically, if an injury or illness cannot be treated by Scout-rendered first aid, but it is treated by a medical professional such as a doctor, nurse, or EMT, it should be reported.
- Reporting tips: It is important that incident reports are filled out as completely 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. Remember to include only pertinent facts about the incident. Do not assign blame or include personal opinions. Stick to the facts.

Incident Descriptions and Reporting Instructions			
INCIDENT TYPE	PERSONAL INJURY/ILLNESS	VEHICLE, PROPERTY, OR PROGRAM INCIDENT	REPORTING REQUIREMENTS
CATASTROPHIC	<ul style="list-style-type: none"> <li>• Fatality or hospitalization for a life-threatening or critical condition</li> <li>• Allegation of suspected sexual abuse</li> <li>• Victimization of Scout</li> </ul>	<ul style="list-style-type: none"> <li>• Vehicle accident, theft, or damage with a greater than \$1 million loss</li> <li>• Litigation anticipated</li> <li>• National publicity or media attention</li> </ul>	<b>IMMEDIATELY</b> do the following: <ol style="list-style-type: none"> <li>1. Get help for injured parties (e.g., call 911).</li> <li>2. Notify the council Scout executive.</li> <li>3. Complete an Incident Information Report, No. 680-016.</li> <li>4. Forward the incident report to your local council enterprise risk management contact.</li> <li>5. Ask the council contact to enter the incident into the RiskConsole incident reporting system. The incident should be marked as catastrophic.</li> </ol>
	<ul style="list-style-type: none"> <li>• Hospitalization for less than a life-threatening or critical condition</li> <li>• Transport to the ER in an emergency vehicle</li> <li>• Allegation of suspected non-sexual child abuse</li> <li>• Communicable disease outbreak or mass foodborne illness</li> </ul>	<ul style="list-style-type: none"> <li>• Vehicle accident, theft, or damage with a \$100,000 to \$1 million loss</li> <li>• Building or camp shut down for more than a day</li> <li>• Public threat</li> <li>• Local publicity or media attention</li> </ul>	<b>Within 24 hours</b> , do the following: <ol style="list-style-type: none"> <li>1. Get help for injured parties (e.g., call 911).</li> <li>2. Notify the council Scout executive.</li> <li>3. Complete an Incident Information Report, No. 680-016.</li> <li>4. Forward the incident report to your local council enterprise risk management contact.</li> <li>5. Ask the council contact to enter the incident into the RiskConsole incident reporting system.</li> </ol>
MARGINAL	<ul style="list-style-type: none"> <li>• First aid</li> <li>• Transport to the ER in a personal vehicle and released</li> <li>• Serious near miss</li> <li>• Emergency response initiated</li> </ul>	<ul style="list-style-type: none"> <li>• Vehicle accident, theft, or damage with a \$100,000 loss or less</li> <li>• Program area closed down for safety concerns</li> <li>• Emergency response initiated</li> </ul>	<b>In no later than five days</b> , do the following: <ol style="list-style-type: none"> <li>1. Attend to any injured parties.</li> <li>2. Complete an Incident Information Report, No. 680-016.</li> <li>3. Forward the incident report to your local council enterprise risk management contact.</li> <li>4. Ask the council contact to enter the incident into the RiskConsole incident reporting system.</li> </ol>
NEGLIGIBLE	<ul style="list-style-type: none"> <li>• Near miss</li> <li>• Injury/illness not requiring first aid</li> </ul>		<b>By the end of the unit recharter year</b> , do the following: <ol style="list-style-type: none"> <li>1. Complete a Near Miss Incident Information Report, No. 680-017.</li> <li>2. Keep the report in your unit or forward to the enterprise risk management contact.</li> <li>3. Evaluate near misses in your unit or council each year for any actions learned and/or program enhancements.</li> </ol>

NOTE: This matrix does not supersede reporting requirements for specific program activities (e.g., pilot programs or climbing near misses), reporting required by law, BSA Youth Protection reporting requirements, or BSA employee death or multiple injury reporting requirements to OSHA.

**Additional resources:**

- [www.scouting.org/filestore/HealthSafety/pdf/680-033.pdf](http://www.scouting.org/filestore/HealthSafety/pdf/680-033.pdf)
- [www.scouting.org/filestore/pdf/680-016\\_fillable.pdf](http://www.scouting.org/filestore/pdf/680-016_fillable.pdf)
- [www.scouting.org/HealthandSafety/incident\\_report](http://www.scouting.org/HealthandSafety/incident_report)
- [www.scouting.org/HealthandSafety](http://www.scouting.org/HealthandSafety)
- [www.youtube.com/watch?v=efsoqKBhpO4&feature=player\\_embedded](http://www.youtube.com/watch?v=efsoqKBhpO4&feature=player_embedded)