

Welcome

Pre Opening



BOY SCOUTS OF AMERICA
LAKE ERIE COUNCIL

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**I will...
Do My Best
To
Be Prepared
To
Lead The Adventure**



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Introductions & Important Messages



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COVID-19 Updates

- XX



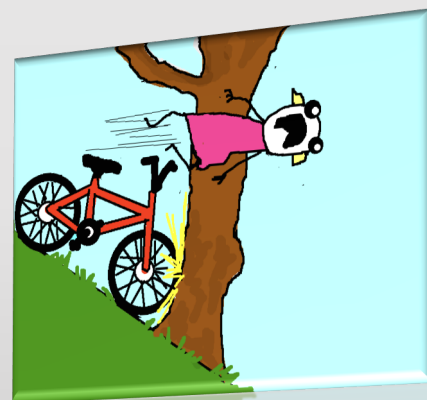
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General Training Session

Incident Reporting



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Incident and Incident Reporting

- Incident
 - Something unexpected happened
 - Take care of immediate needs first
- Incident report
 - Documenting what happened to learn from this incident



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Types of incidents

- Near Miss
 - Does not result in injury, illness, or damage, by definition, but it had the potential to do so
- General Liability
 - Events or allegations of injury, illness, or property damage, including employment, director, and officer issues
- Youth Protection/Membership Infraction
 - Allegations of abuse, violations of BSA guidelines or policies, or inappropriate behavior by a Scout/Scout leader/parent/other



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Incident Reporting 101

- Timely, clear, concise, and complete incident reports allow for an appropriate response and an opportunity for analysis while promoting continuous improvement of our programs.
- You can report incidents, near misses, and youth protection/membership infraction incidents to your local council (preferred method in LEC) or enter them yourself.



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An incident has occurred, now what

1. Take care of the injured/find a safe place
2. Preserve and document the evidence/take photos if appropriate
3. Complete an incident report and notify your local council



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Why is Incident Reporting Needed

- Reports are reviewed to find
 - Trends
 - Best practices
- Protects leaders from false accusations

Timely and complete incident reporting provides BSA with an opportunity for analysis of incidents that occur and promotes continuous improvement of our programs. The sooner a clear, concise, and complete incident report is made, the sooner an appropriate response to the incident can occur.



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Why & When to Report an Incident

- Why
 - Helps identify areas for improvement to help prevent recurrence of similar incident
- When
 - Report as soon as possible if an injury or illness cannot be treated by Scout rendered first aid
 - If a medical professional such as a doctor or nurse was needed,
 - Or an ambulance was called.

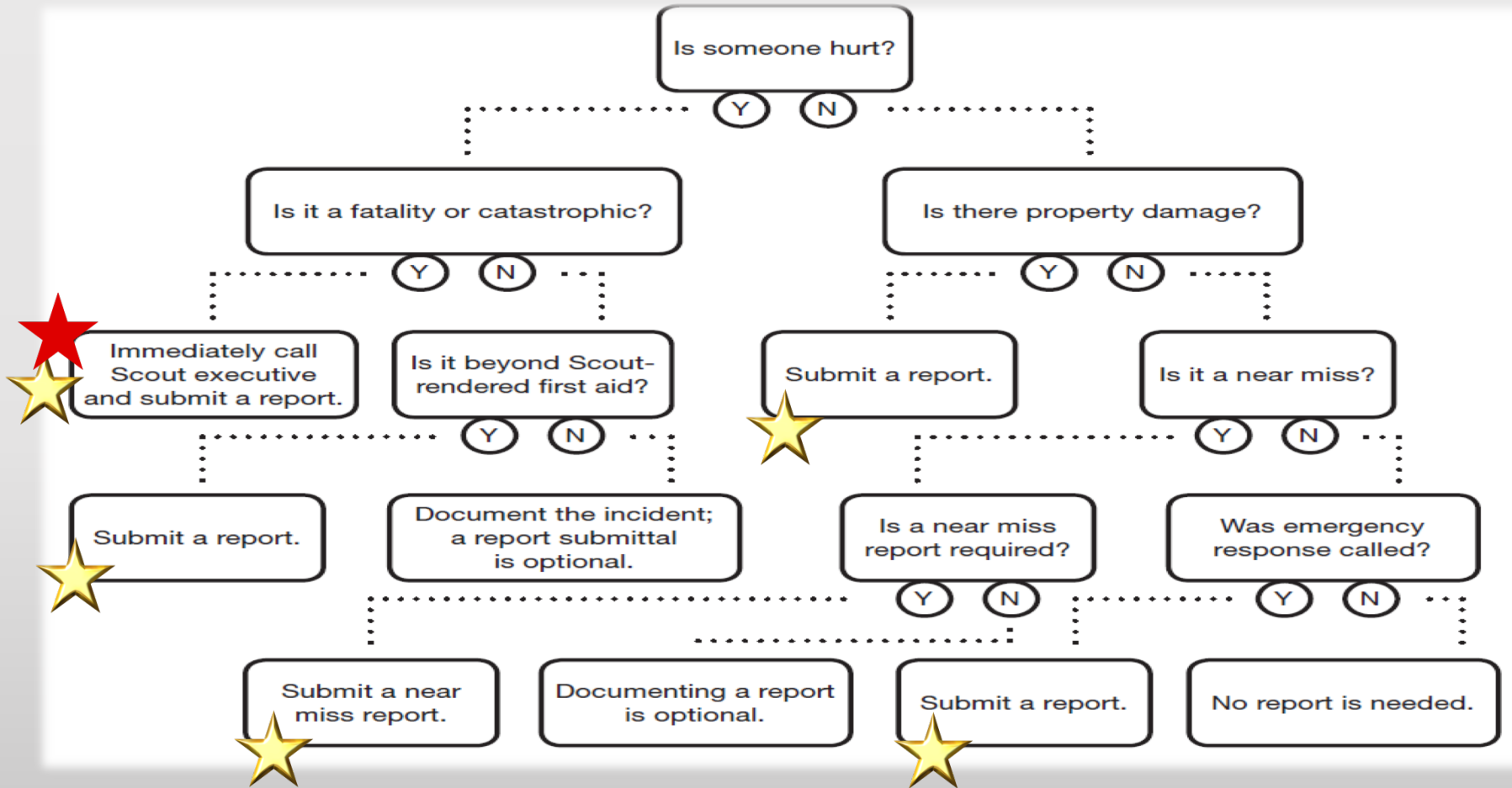


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What Incident Should Be Reported



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What happens with the information

- Risk analysis
 - Updates to training modules
 - Helps us to educate ourselves, our youth, and our parents on the risks of planned activities and how to prepare to minimize those risks so we can BE PREPARED
- Educational Potential
 - Incident Reviews based on actual events
 - Safety Moments
- Supports any insurance claims if needed



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 - JOIN NOW**

Scouting Safely

- Guide to Safe Scouting
- Online Version
- Safety Moments
- Incident Reporting**
- Incident Reviews ←
- Policies, Guidelines, and Model Programs
- Safe Scouting Newsletter
- Emergency Preparedness Award

Search for Incident Reviews:



All-Terrain Vehicles



Allergies and Anaphylaxis



Asthma



Belays



Boating



Bunk Beds



Incident Review #1

While hiking alone at Philmont Scout Ranch, a 38-year-old Scouter crossed a river and tripped, falling face-first into a bank. Upon returning to camp, he went to his tent and fell asleep. The other adult leaders noticed his absence from dinner and went to check on him. After waking him, they discovered he could not remember the events of the previous two days.

Key Points

- Scouting utilizes the buddy system for both youth AND adults so that help can be provided and/or summoned if an injury occurs.
- People who may have suffered a concussion might not be aware of the changes in their own behavior.
- Changes in behavior or a loss of memory suggest that significant injury to the brain may have occurred and steps should be taken to seek immediate medical care.

Incident Review #2

A 14-year-old Scout was taking a turn on a rope swing when he fell off and rolled down a hillside. He sustained injuries to his legs and abrasions to his knees. A few days later, he was diagnosed with a mild concussion.

Key Points

- Concussion symptoms may not be noticed initially when other injuries are more apparent. Falls from a height are commonly associated

The Scouting program includes strenuous physical activities that carry some risk for injury including concussion. A concussion, also known as a traumatic brain injury (TBI), is an alteration of brain function. Concussions may be due to falls or blows to the head that cause the brain to move quickly back and forth. It is important for Scouts and Scouters to: (1) be aware of the risks of concussion, (2) take the appropriate steps to minimize those risks, (3) know how to identify the signs and symptoms of a concussion, and (4) know how to best proceed if someone has a concussion.

difficulty concentrating, nausea, vomiting, personality changes, sleepiness, forgetfulness, dizziness, loss of balance, a stumbling gait, loss of coordination, and blurry or double vision. The examiner should look for these things following an injury or suspected concussion.

- People with head injuries should rest in quiet, darkened areas away from activities until they receive medical care. Adult leaders should monitor the person for any change in symptoms. It is OK to allow the injured person to sleep if needed, but reading and use of ANY electronic devices should be limited.

Incident Review #3


A 12-year-old Cub Scout fell from the top of a bunk bed, striking his head on the concrete floor. The Scout had a 2-inch bump on the left




Safety Moments

Using a Safety Moment in Scouting Activities

Safety Moments are exactly what the name implies: opportunities to prepare for an activity, review safety measures, and report incidents correctly. Topics of this new series include incident reporting helps, safe use of medication in Scouting, weather-related safety, winter activity, and winter sports.

[Read more about using a safety moment in Scouting activities](#) .

Other Safety Tips can be found on the [Scouts Canada website](#) .



Search for Safety Moments:



[Acute Mountain Sickness Recognition and Prevention](#)



[All-Terrain Vehicles](#)



[Annual Health and Medical Record Safety](#)



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Who Does the Reporting

- At a LEC sponsored event, unit leader will
 - Notify the camp health officer
 - If camp health officer is unavailable, then notify the camp host
 - The camp health officer or camp host will then complete the process and notify the service center
- At unit event, the unit leader will
 - Notify Brittany Dunne at LEC Service Center
 - If unable to contact Brittany, notify your Unit Serving Executive or Unit Commissioner



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Who Does the Reporting continued

- Reports eventually will be placed into a system directly to National. This can be done by
 - Council representative **PREFERRED**
 - Any Scouter
 - When reported directly to National, the local council is unaware of the incident
- Preferred in the LEC is to send a copy of an incident report form to Brittany Dunne, Program Executive
 - Email: brittany.dunne@scouting.org
 - Mail: Lake Erie Council BSA, 2241 Woodland Ave, Cleveland, OH 44115 ATTN: Brittany Dunne
 - Drop off at Service Center



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What Information to Gather

- There is a guide sheet tool for the different types of incidents.
- Helps to make sure all the needed information is collected.
- Basically the 5 W's + Witness information
 - Who, What, When, Where, Why, plus Witness(es)
- **BE SURE CONTACT INFORMATION FOR INFORMANT AND WITNESSES ARE COMPLETE AND CORRECT**



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Incident Reporting Tool

(Events or allegations of injury, illness, or property damage, including employment and directors and officer's issues)

General Incident Details

*Required Fields

*Incident Date: _____ Incident Time (in 24-hour format): _____

*Report Date: _____

Date Reported to Council/BSA Location: _____

Reported by Name: _____

Reported by Primary Phone: _____ Reported by Secondary Phone: _____

Reported by Email: _____

Reported by Address: _____

Reported by City: _____ Reported by State: _____ Reported by Zip Code: _____

*Council/BSA Location: _____ *Location of Incident: _____

Specific area where incident occurred: _____

Incident Address: _____

Incident City: _____ *Incident State: _____ Incident Zip Code: _____

*Description of Incident (clear/concise/complete facts):

Was an Agency or Authority Notified? Yes No Whom: _____

Injury/Illness/Damage Information

*Claimant Name: _____

Claimant Address: _____

Claimant City: _____ *Claimant State: _____ Claimant Zip Code: _____

Claimant Primary Phone: _____ Claimant Secondary Phone: _____

Claimant Email: _____

Claimant Date of Birth: _____ Age of Claimant: _____

General Classification (Cub Scout/Registered Leader/etc.): _____

Chartered Organization: _____

Property Damage? Yes No Describe: _____

Adventure/Program/Event: _____

Cause/Nature/Injury Detail: _____

Severity Rating: Catastrophic-I Critical-II Marginal-III Negligible-IV Unknown

If medical treatment was provided, please describe: _____

If transported by air/ambulance, please describe: _____

*Are Accident and Sickness forms provided or filed? Yes No Unknown

If certificate of insurance has been provided, please describe: _____

If there is/was a contract for this event, please describe: _____

Did the event occur while transporting to/from activity? Yes No Unknown

Vehicle Involved (Duplicate if needed)

*Owner of vehicle: _____ VIN: _____

License State: _____ Vehicle make/model/year: _____

Description of Vehicle Damage:

Weather Conditions: _____

Driver Name: _____

Driver Address: _____

Driver City: _____ Driver State: _____ Driver Zip Code: _____

Driver Phone: _____ Driver Email: _____

Witnesses (Duplicate if needed)

*Witness Name: _____

Witness Address: _____

Witness Email: _____ Witness Primary Phone: _____

Witness Secondary Phone: _____

Witness Type: Adult Youth Unknown

*Witness Name: _____

Witness Address: _____

Witness Email: _____ Witness Primary Phone: _____

Witness Secondary Phone: _____



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Youth Protection/Membership Infraction Incident Information Form

(Allegations of abuse, violations of BSA guidelines or policies, inappropriate behavior by a Scout/Scout leader/parent/other)

Return the completed form to your council's designated user for entry, or upload to Riskconnect.

Submitting this form (in hard copy or through the online reporting system) does not eliminate your responsibility to immediately stop the behavior at issue and to protect the youth nor your obligations under BSA's mandatory reporting of child abuse and any other obligations imposed by state law.

Incident date: _____ Date incident reported to council: _____

Council/BSA location where incident occurred (if applicable): _____

Incident address: _____
City State Zip

Report type: Suspicion/allegation of abuse BSA policy or guideline violation(s)
 Other inappropriate behavior by a Scout/Scout leader/parent/other

Details of incident: What alleged victim/target/injured party said, what reporter observed/was told, similar or past incidents involving the victim(s)/target(s)/injured party (parties) or violator(s)/offenders(s), etc.

PERSON FILLING OUT THIS FORM: _____

Scouting position: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone(s): Primary _____ Alternate _____

Email: _____

PERSON WHO REPORTED THIS INCIDENT: _____

Scouting position: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone(s): Primary _____ Alternate _____

Email: _____

Duplicate as needed.

Alleged Victim/Target/Injured Party Information:

Adult Youth Registered Other

Council Unit Chartered organization

Name DOB Age Gender

If a youth, parent(s) information: _____

Name

Address: _____

City State Zip

Phone(s): _____ Email: _____

Primary Alternate

Parent notified? Yes No if yes, by whom? _____ Date/Time _____

Alleged Policy Violator/Offender Information:

Adult Youth Registered Other

Council Unit Chartered organization

Name DOB Age Gender

If a youth, parent(s) information: _____

Name

Address: _____

City State Zip

Phone(s): _____ Email: _____

Primary Alternate

Parent notified? Yes No if yes, by whom? _____ Date/Time _____

Reports:

Was this incident reported to law enforcement? Yes No I don't know

Name of law enforcement agency: _____

Date reported: _____ Approximate time reported: _____

If applicable, was appropriate children and family services/Child Protective Services agency notified?

Yes No I don't know

Name of agency: _____

Date reported: _____ Approximate time reported: _____

Attachments such as photos, statements, and this incident report can be added during online entry and are helpful. Return this completed form to your council's designated user for entry into the BSA's online reporting system, or upload into Riskconnect.



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Near Miss Reporting Tool

(A near miss does not result in injury, illness, or damage, by definition, but it had the potential to do so. This form is a tool to gather information. **If an injury has occurred, use the incident reporting tool.**)

General Incident Details

*Required Fields

*Incident Date: _____ Incident Time (in 24-hour format): _____

*Report Date: _____

Date Reported to Council/BSA Location: _____

Reported by Name: _____

Reported by Primary Phone: _____ Reported by Secondary Phone: _____

Reported by Email: _____

Reported by Address: _____

Reported by City: _____ Reported by State: _____ Reported by Zip Code: _____

*Council/BSA Location: _____ *Location of Incident: _____

Specific area where incident occurred: _____

Incident Address: _____

Incident City: _____ Incident State: _____ Incident Zip Code: _____

*Description of Incident (clear/concise/complete facts):

Was an Agency or Authority Notified? Yes No Whom: _____

Near Miss Details

Adventure/Program/Event: _____

General Classification (Cub Scout/Registered Leader/etc.): _____

*Lessons Learned (what could be done to prevent future occurrences):

Severity Rating: Catastrophic-I Critical-II Marginal-III Negligible-IV Unknown

Witnesses

(Use back of form to record other details and witness contact information)



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Reporting Tips

- Fill out report as completely as possible
 - Remember the 5 W's plus witnesses
 - Be sure to have accurate contact information for
 - Person submitting form
 - All witnesses
- When in doubt, fill it out

★ **Timely, Clear, Concise, Complete** ★



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Summary

- Incident Reporting helps us to Be Prepared
- Report each of the three types of incidents on proper form
 - Near Miss, General Liability, Youth Protection/ Membership
- Reporting helps identify areas for improvement & supports insurance claims
- Report as soon as possible
- KEY: Timely, Clear, Concise, Complete



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Resources

- Incident Report Tools (all types of incidents)
 - www.scouting.org/health-and-safety/incident-report/
- Flowchart/infographic (in FAQ section)
 - www.scouting.org/health-and-safety/incident-report/
- Incident Reviews
 - <https://www.scouting.org/health-and-safety/incident-report/incident-reviews/>
- Safety Moments
 - <https://www.scouting.org/health-and-safety/safety-moments/>



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On to Breakouts

Cub Scout: Fundraisers

Scouts BSA: Demonstrate Scout Spirit



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