



GREATER ST. LOUIS AREA COUNCIL
SCOUTING



Navigating Incidents:

A Guide for Units



I CAN DO THAT!

GREATER ST. LOUIS
AREA COUNCIL
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Navigating Incidents: Guide for Units

Welcome to the Navigating Incidents Guide for Units, designed to equip you with the tools and steps necessary to respond effectively to unexpected situations. This guide serves as a roadmap, outlining the steps to take when faced with an incident while prioritizing safety and appropriate action.

- Step 1: Immediate Safety
- Step 2: Grasp the Full Situation
- Step 3: Document the Incident Thoroughly
- Step 4: **Notify the Local Council**
- Step 5: Follow Up with Care

If immediate assistance is needed in the handling of a sexual-abuse allegation, contact Scouts First Helpline: 1-844-SCOUTS1.

Step 1: Immediate Safety

When an incident occurs, the safety of everyone involved takes precedence.

Follow these crucial steps:

- Conduct a rapid assessment to identify potential injuries or hazards.
- Provide first aid as needed and seek medical help promptly. If necessary, contact 911 immediately.
- If the situation warrants, move individuals to a safer area to mitigate immediate risks.

Step 2: Grasp the Full Situation

Understanding the incident in its entirety empowers you to respond effectively:

- Gather comprehensive information about what happened to establish a clear understanding.
- If minors are involved, inform parents and guardians of the situation promptly. Also include their contact information on report.

Step 3: Document the Incident Thoroughly

Accurate documentation is key to addressing incidents comprehensively:

- Collect all available information: document the who, what, when, where, and why. (Resource below: Incident Reporting: Gathering the Information)
- Construct a timeline that outlines the sequence of events leading up to and following the incident.
- Include the names of all individuals involved and detail the actions taken to address the situation.
- Enhance your documentation with photographs of the scene and witness statements.

Step 4: Notify the Local Council

Staying in touch with your local Council is crucial for transparency and proper record-keeping:

- Notify Council about the incident promptly. (Submit reports to Safe.Scouting@stlbsa.org)

Step 5: Follow Up with Care

Continuing to provide support and care after the initial response is essential:

- Maintain open communication with the families of those affected by the incident.
- Address any questions or concerns they may have and ensure they feel supported throughout.



For questions, concerns or reports, contact:

SAFE.Scouting@STLBSA.ORG

Scan the QR Code to access
Incident Report forms & more!



Safe Scouting

Incident Reporting
<https://stlbsa.org/resources/incident-reporting/>

SAFE.Scouting@STLBSA.ORG

Injuries, Illnesses, Youth Protection Concerns, Property
Damage & Insurance Questions, including COIs

Guide to Safe Scouting

<https://www.scouting.org/health-and-safety/gss/>

Scouts First Hotline

844-726-8871

COUNCIL INCIDENT REPORTING POLICIES:

- All incidents must be reported within 24-48 hours
- Report forms are available on our website (QR code) or via email above
- Current claim forms can be obtained by submitting an Incident Report
- All persons involved in Scouting are **Mandatory Reporters** of Abuse

Incident Reporting: Gathering Information

When unexpected incidents occur in Scouting, swift and accurate reporting is essential to safeguard the safety and well-being of everyone involved. **As a Unit, your responsibility is to promptly notify your council of any incident.** Keep in mind that the objective is to furnish your Council with clear, concise, and accurate details regarding the incident.

To help streamline the information gathering process, here's a 10-step guide to assist you in determining what details you should share when reporting an incident.

**Please use Incident Report Form, found at <https://stlbsa.org/resources/incident-reporting>.*

1. Basic Information:

- **Date and time** of the incident.
- **Location** where the incident occurred (campsite, meeting place, etc.).
- **Your name and contact** information as the report filer.

2. Nature of the Incident:

- Clearly **define the incident** type (accident, injury, illness, property damage, behavioral concern, etc.).

3. Involved Individuals:

- **Names and ages of all individuals involved** (Scouts, leaders, volunteers, staff, etc.).
- **Roles and positions** within the BSA (Scout, Scoutmaster, position, etc.) & **Unit number**.
- **Contact information** for those directly involved. (If **youth**, **provide parents**.)

4. Description of the Incident:

- Offer a detailed and **factual** account of the incident.
- Maintain objectivity and avoid speculation or assumptions.
- Describe any actions taken before, during, and after the incident.

5. Witness Information:

- Names and contact information of witnesses who observed the incident.
- Their perspective on what they saw or heard.

6. Injuries or Damage:

- **Detail injuries**, illnesses, or property damage sustained if applicable.
- **Mention any medical treatment**

7. Immediate Response:

- Outline immediate actions taken to address the situation or provide assistance.
- Note response times and outcomes if emergency services were involved.

8. Contributing Factors:

- Identify factors that might have contributed to the incident (unsafe conditions, lack of supervision, equipment failure, etc.).

9. Follow-Up Actions:

- Describe post-incident actions taken to ensure safety and well being.
- Note any communications with parents or guardians of affected Scouts.

10. Photos and Documentation:

- Attach incident scene photographs, images of injuries, or property damage if available.
- Include relevant documents such as incident forms, medical records, or witness statements.

Resource: Incident Reporting Tools

The Incident Reporting Tools provided below are customized for different situations, serving as valuable resources for gathering incident information. More than just filling out a form, these tools are crafted to assist you in accurately sharing all essential details with your Council. <https://stlbsa.org/resources/incident-reporting>

[Incident Information Reporting Tool](#): Use this tool to report injuries, illnesses, and incidents requiring medical attention beyond basic first aid. Suitable for situations occurring during Scouting activities or on council-owned properties.

[Youth Protection/Membership Infraction Information Reporting Tool](#): For reporting instances of abuse, violations of BSA policies, or inappropriate behavior involving Scouts, Scout leaders, parents, or others.

[Near Miss Incident Information Reporting Tool](#): Use this tool to report near misses – incidents that could have resulted in harm but did not. Valuable for identifying safety and program practice improvements. Near misses with clear lessons learned can bring to light opportunities to improve safety performance or program practices.

BARRIERS TO ABUSE UPDATE

As part of our ongoing commitment to abuse prevention, the Boy Scouts of America is updating the adult supervision requirements for overnight activities. This update enhances the minimum “two-deep leadership” requirements by additionally requiring every adult present on overnight activities to be a registered member of the Boy Scouts of America. These adults must submit an adult application and registration fee, undergo a criminal background check, a volunteer screening database check, and must complete mandatory Youth Protection Training. *All Cub Scout Packs, Scouts BSA Troops, Venturing Crews, Sea Scouting Ships, Exploring Posts, council, and district overnight programs will be required to comply with this update by **September 1, 2023**.*

WHAT HAS CHANGED?

- The “72-Hour Rule” is eliminated.
- All adults staying overnight* in connection with a Scouting activity must be currently registered as: (1) Adult Fee Required Position, (2) Adult Program Participant Individuals aged 18-20 participating in a Venturing, Sea Scouting, or Exploring program.
- All adults must review the “*How to Protect your Children from Child Abuse: A Parent’s Guide*” that can be found in the front of each Youth Handbook.

All OVERNIGHT adults must be currently registered in an adult fee required position* including:

- 18+ adults attending a Scouts BSA, Venturing, Sea Scout or Exploring activity.
- 18+ adults attending a Cub Scout event/activity who are not the parent or legal guardian.

What is an adult fee required position?

- A list of qualifying adult registration fee required positions can be found at the end of this booklet.
- Registration as a Merit Badge Counselor, Lion Cub partner, Tiger Partner does not meet the requirement.

***Limited exception for Cub Scout overnight Programs.**

- *Cub Scout Programs – Overnight Exception:* Cub Scout parents or legal guardians taking part in an overnight Cub Scout program with their own child or legal ward are not required to register as leaders.
- The parent or legal guardian must be accompanied by a registered leader at any time they are with youth members other than their own child/ward.

CUB SCOUT PARENT EXEMPTION QUESTIONS:

Q: Our Cub Scout Pack has a campout planned for this weekend. The Scout's mom is unable to attend, but the grandfather would like to camp with the Cub Scout in her place. Does the grandfather need to be a registered leader?

A: Yes. Only parents and legal guardians are exempt from registration requirements if they participate in an overnight Cub Scout activity with their child/ward. Grandparents, aunts, uncles, etc. will need to be registered members of the BSA in a fee-based position to camp overnight.

Q: Since the parent is unable to attend and there isn't time to register the grandparent, does that mean the Cub Scout can't attend at all?

A: No. In exceptional circumstances when a parent or legal guardian cannot attend an overnight activity with their Cub Scout, the Scout may participate under the supervision of another registered adult member of the BSA who is the parent of a Cub Scout also attending. The unit leader and parent/legal guardian must agree to the arrangement ahead of time, and all Youth Protection policies apply. At no time may another adult accept responsibility for more than one additional "non-family member" youth. For Webelos/Arrow of Light den coordinated campouts where the camping only includes Webelos/Arrow of Light youth, a Webelos/Arrow of Light Scout whose parent/legal guardian cannot attend may participate under the supervision of at least two registered leaders. The leaders and a parent/legal guardian must agree to the arrangement ahead of time, and all Youth Protection policies apply.

Q: All our Tiger Cub Parents are listed as adult partners, so they are already registered.

A: No. Tiger Cub and Lion Cub Adult Partners are not and have never been considered registered positions within the BSA. In order for an adult to be registered they must complete an adult application, complete Youth Protection Training, submit to a criminal background check and pay any fees for their registration.

Q: If a female Cub Scout is the only female at an event and her father is with her at the event, and all of the other registered leaders there are male, does a registered adult female need to be present since the lone female is with her parent?

A: Yes. If a female Cub Scout is present, a registered female leader must also be in attendance at the event, per the BSA's Youth Protection Guidelines. (They do not need to be at every activity.)

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SCOUTS BSA/VENTURING/EXPLORING QUESTIONS:

Q: We have a parent in our unit who is only able to attend one overnight camping activity each year. Does this parent need to be registered?

A: Yes. Even if they are only attending one camping event during the year, they must be registered in a fee-based position.

Q: Our Crew has members who are over 18, how do we register them?

A: Individuals aged 18-20 are registered as Adult Program Participants. Upon turning 18, young adults must submit an adult application, complete Youth Protection Training, and clear a background check. They will still be able to participate in the program, hold leadership positions, and earn awards like younger members, but the adult application is required.

Q: Why is a female adult 21 years of age or over required whenever female youth are present, but not the other way around?

A: The requirement to ensure that a registered female adult is present at activities serving girls is not dissimilar to policies we've enacted in the past for Venturing when male and female adult leaders were required for certain co-ed activities. At this time and after substantial and thorough consideration, we believe that these are the best, most appropriate measures for our movement.

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REGISTRATION QUESTIONS:

Q: We have a parent listed as the unit advancement chair, is that sufficient?

A: No. Positions such as Unit Advancement Chair are functional roles, which are not registered positions. An individual serving in that type of role should be registered as a Member of the Unit Committee.

Q: What position codes are considered "fee-based?"

A: A full list of fee-based position codes can be found on [Youth Protection and Barriers to Abuse FAQs | Boy Scouts of America \(scouting.org\)](#) and at the bottom of this page. Typical unit-based positions include Scoutmaster/Assistant; Cubmaster/Den Leader/Assistant; Advisor/Associate; Skipper/Mate; Member of the Committee; Committee Chair; or Chartered Organization Representative. Units may also use the Unit Scouter Reserve position.

Additional positions, including District and Council positions, can be found by using the link above.

Q: Why do they need to be registered in a fee-based position?

A: Registration in a fee-based position ensures that all adults undergo a background clearance check and volunteer screening database check.

Q: Is there a recommended way to register those adults who help out here or there but otherwise are not actively participating with our unit?

A: Yes. For those adults who only help out here and there, for example, driving the troop trailer to a campout and staying the night once or twice a year, we recommend that they be registered as Unit Scouter Reserve. 18-20-year-olds who wish to remain registered with a troop but are otherwise inactive, for example away at college, can be registered as College Scouter Reserve. Otherwise, all adult adults should be registered in the position that corresponds with the role they are fulfilling.

Q: How will adult registration be verified for those adults staying overnight at Scouting events?

A: For unit-coordinated overnight activities, it is the responsibility of the unit to ensure all adults meet BSA registration requirements. For district and Council-coordinated activities and events, verification will take place during arrival and check-in. A current unit roster from my.scouting must be presented to check against the event registrant roster or individuals may present a current BSA membership card which is available through my.scouting.



Fee-Based Unit Positions:

Assistant Cubmaster
Assistant Scoutmaster
Assistant Webelo Leader
Assistant Den Leader
Chartered Organization Rep.
Committee Chairman
Committee Member
Cubmaster
Den Leader
Explorer Post Advisor
Lion Coordinator
Lion Den Leader
Mate
New Member Coordinator
Pack Trainer
Post Explorer Post Associate Advisor
Post Committee Chairman
Post Committee Member
Principal / Executive Officer
Scoutmaster
Skipper
Tiger Den Leader
Unit Chaplain
Unit College Scouter Reserve
Unit Scouter Reserve
Venturing College Scouter Reserve
Venturing Crew Advisor
Venturing Crew Assoc. Advisor
Webelo Leader

Fee-Based Council and District Positions:

Assistant Council Commissioner
Asst. Roundtable Commissioner
Asst. District Commissioner
College Scouter Reserve
Council Advisory Council
Council Assistant Treasurer
Council Associate Member
Council Camp Staff (Adult)
Council Camp Staff (Youth)
Council Chaplain
Council Commissioner
Council Committee Member
Council Executive Board Member
Council Exploring/LFL Committee Chair
Council Exploring/LFL Committee Member
Council Honorary Member
Council Member-at-Large
Council President
Council Religious Emblems Coord
Council Scout Alumnus
Council Service Team Chair
Council Service Team Member
Council Treasurer
Council Vice-President
District Exploring/LFL Committee
District Chairman
District Chaplain
District Commissioner
District Exploring / LFL Comm Chr
District Member-at-large
District Religious Emblems Coord
District Service Team Chair
District Service Team Member
District Vice-Chairman
LFL Stem Day Camp Staff (Adult)
LFL STEM Day Camp Staff (Youth)
Neighborhood Chairman
Neighborhood Committee
Roundtable Commissioner
Scouter Reserve
Unit Commissioner

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)
 their 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): _____ Alternate _____

Primary Email: _____

PERSON WHO REPORTED THIS INCIDENT: _____

Scouting position: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone(s): _____ Alternate _____

Primary 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:

I don't know Yes No

Was this incident reported to law enforcement?

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 Safe.Scouting@stlbsa.org.

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 Which one(s): _____

Injury/Illness/Damage Information

*Claimant Name: _____

Claimant Address:

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

Claimant Primary Phone: _____ Claimant Secondary Phone: _____

Email/Parent: _____

Claimant Date of Birth: _____ Age of Claimant: _____

*General Classification (Cub Scout/Registered Leader/Staff): _____

District/Unit/Number _____

*Property Damage? Yes No Describe: _____

*Adventure/Program/Event: _____

Cause/Nature/Injury Detail: _____

*If medical treatment was provided, WHERE: _____

If transported by air/ambulance, please describe: _____

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 (or use space to describe first aid/medical treatment)

*Owner of vehicle: _____ VIN: _____

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

Description of Vehicle Damage/Description of MEDICAL TREATMENT:

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: _____

Attachments such as photos, statements, and this incident report form are helpful.

Return this completed form within 24-48 hours to your council's designated user.

Safe.Scouting@stlbsa.org

Emergency Room or Urgent Care?

Which one should you go to?

If you're ever in doubt, call 9-1-1 and head to the nearest emergency room.



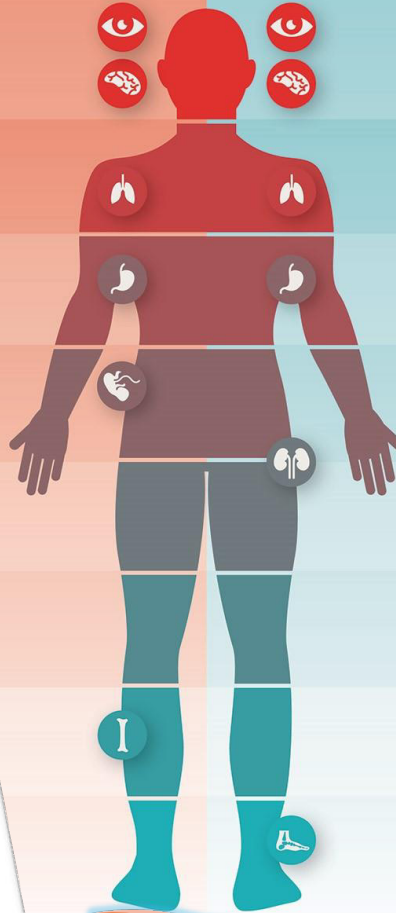
WHEN TO GO TO E.R.

- Eye injuries
- Head injuries
- Loss of balance/fainting
- Newborn baby with fever
- Chest pain
- Difficulty breathing
- Severe abdominal pain
- Deep cuts that require stitches
- Pregnancy-related problems
- Intestinal bleeding
- Large open wound
- Compound fracture (bone protrudes through skin)



WHEN TO GO TO URGENT CARE

- Eye irritation
- Fever without rash
- Migraine
- Cough/cold
- Mild asthma attacks
- Vomiting
- Rash
- Urinary tract infections
- Minor cuts and scrapes
- Minor cuts that may require stitches
- Sprain/strain injuries
- Minor broken bones (toe, foot, finger)



Keep this card handy for quick access to report forms, contacts & helpful information, anywhere anytime! Ask your DE or email SAFE.SCOUTING@STLBSA.ORG for a set of Safe Scouting QR cards today!

AVERAGE E.R. WAIT:
4 hours



AVERAGE URGENT CARE WAIT:
under 1 hour



The average E.R. patient wait time is four hours. For urgent care centers, the average wait time is under an hour.

AVERAGE E.R. COST:
\$1,233

AVERAGE URGENT CARE COST:
\$217*



Most emergency room visits cost an average of \$1,233. An urgent care visit costs around \$217.

**Pre-insurance cost.*



Notes
