

# 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>	<p><b>IMMEDIATELY</b> do the following:</p> <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>
SERIOUS/ CRITICAL	<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>• Bomb threat</li> <li>• Local publicity or media attention</li> </ul>	<p><b>Within 24 hours</b>, do the following:</p> <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>	<p><b>In no later than five days</b>, do the following:</p> <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>		<p><b>By the end of the unit recharter year</b>, do the following:</p> <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 lessons 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.

