



December 1, 2022

Dear Unit Leader:

In the event of a serious injury, illness, abuse and/or property damage during a unit activity or campout, it is critical that after securing medical attention for the affected Scout or Scouter, and notifying their family, that you notify the Buffalo Trace Council Service Center regarding the incident. For purposes of reporting, a serious injury or illness includes:

1. Any period of unconsciousness.
2. Any hospital inpatient admission; or
3. Any surgical intervention such as suturing of the skin or setting of simple fractures.
4. Reportable fatalities include those due to natural causes (e.g., heart attacks), accidents, suicides and homicides.
5. Reportable incident that law enforcement and/or fire and emergency services were contacted.

Before calling the Council, please gather the following information:

1. Information about injured/ill person including name, address, phone number, parents name and address, age and/or birthdate.
2. Description of what happened including location.
3. Leader in charge at the time including address and phone number.
4. Date and time that medical services and and/or authorities were called/utilized.

While we hope these types of incidents and injuries do not occur at Scouting functions, it is important to know what to do if they happen. We have attached a “Report of Incident” form to help you in securing the information to be sent to the Buffalo Trace Council Service Center with 24 hours of incident.

Lastly, these types of incidents are best managed if they do not occur in the first place. Prevention is the number one action that can be taken at the unit level to assure safe Scouting experiences. This can be accomplished by educating in the various safety offerings in online training, utilizing the safety moments in every Scouting meeting of adults and youth (this can be made a Patrol Leader responsibility within youth leadership), frequently visiting the Guide to Safe Scouting, having good situational awareness to safety hazards and utilization of the incident report. Every unit is encouraged to make safety a strong focus at every opportunity.

Yours in Scouting,
G. Lee Turpen
Chairman
Risk Management Committee

Prepared. For Life.™

