



# BSA SAFETY MOMENT

## INCIDENT REPORTING HELPS

### SUMMARY: The 4-1-1 on 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.**

### GENERAL 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. The BSA can't address a concern if we don't know about it. Reporting incidents promptly is also critical so the BSA can respond in a timely manner and manage claims properly.

**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.

### RESOURCES

- Incident Descriptions and Reporting Instructions—[www.scouting.org/filestore/HealthSafety/pdf/680-033.pdf](http://www.scouting.org/filestore/HealthSafety/pdf/680-033.pdf)
- Incident Information Report—[www.scouting.org/filestore/pdf/680-016\\_fillable.pdf](http://www.scouting.org/filestore/pdf/680-016_fillable.pdf)
- Incident reporting tutorial video—[www.scouting.org/HealthandSafety/incident\\_report](http://www.scouting.org/HealthandSafety/incident_report)
- BSA's Scouting Safely—[www.scouting.org/HealthandSafety](http://www.scouting.org/HealthandSafety)