

Incident Report Form Instructions

Where to find the form:

1. The form and these standard procedures should be in every health lodge, camp lodge, administration building, dining hall and ranger office at our council camping properties, Base Camp in an obvious location (like near a first aid station).
2. The form can also be found in the planning calendar & resource guide, and on the web (see link below).

When to complete the report form:

1. Any time documentation is needed for a medical or non-medical (e.g. youth protection, harassment, physical injury, council building/property damage, etc.) type situation.
2. If there is a medical emergency, seek medical help first through camp or unit leadership, by calling 911 or other means as necessary. The form is completed after any emergency incident has been dealt with by first responders.
3. Anytime personnel leave council property enroute to a medical facility due to injury.
4. In some instances, it may not be so clear when to complete this form. If you believe that an incident likely requires follow-up, then complete this form.

Who completes the report form:

1. Anyone with immediate knowledge of the situation, other witnesses (camp staff, adult leaders, Scouts, parents, etc.)
2. Form is on council web at <http://www.northernstar.org/for-members/forms-and-documents> and can be provided to parties if needed. There is an online incident reporting function on the national Scouting website at <https://www.scouting.org/health-and-safety/incident-report> either reporting method is fine.

Steps to submit the report form:

1. Upon completion, the form should be submitted to the contact listed depending on location:
 - a. Year-Round Camping at Council Camps (unit camping, district event): to Campmaster or Ranger.
 - b. Council Summer Camp/Winter Camp: to the Camp Health Officer.
 - c. Base Camp (Leadership & TeamBuilding Centers): to the Deputy Scout Executive / Support.
 - d. Non-Scouting Property (unit camping trip, meeting, etc.): to either option in item #2 below.
2. Route the form to Base Camp **within 48 hours** of incident occurrence. E-mail form to Camping@NorthernStar.org or fax to 612-261-2499.
3. Follow-up with any witnesses to ensure they complete a form and submit to the email or fax # in #2.

Notification of senior camp staff and/or council staff:

1. Depending on the level of incident, camp staff/camp ranger/base camp staff/council staff notification should occur once the situation is stable. If an incident form is completed at a council property, then the senior council staff person on that property should be notified of the incident. Based on the severity of the situation, senior camp/council staff will be notified.
2. Alert notifications that go **directly to the Scout Executive 651-485-1711**. As time and situation permits, notify your volunteer leadership, immediate camp staff leader or a council staff leader. Alert categories are:
 - a. Fatality or hospitalization for a life-threatening or critical condition (immediately).
 - b. Allegation or suspected sexual or non-sexual abuse of Scout (youth protection issue) including bullying or harassment.
 - c. Vehicle accident, theft, or damage with **significant** damage or loss.
 - d. Litigation anticipated.
 - e. Any local publicity or media attention.
 - f. Communicable disease breakout or mass foodborne illness.
 - g. Building or camp shut down for more than one day.
 - h. Missing youth (if not found in a reasonable amount of time).
 - i. Lost swimmer or boater (if after buddy checks the person is not found on shore).
 - j. Any threat or use of a weapon.
 - k. Any negative behavior associated with race, religion, sexual orientation, or disability.
 - l. Any mention of threats of suicide.

For other key council staff emergency contact phone numbers, reference the Council Calendar & Resource Guide (pg. 94), Procedures for serious accidents or fatalities (posted in each camp building) or Emergency Plan (posted in each building at Base Camp).

Incident Report Form - Confidential

**Complete to the best of your knowledge & submit to the email or fax # listed below
See reverse side for standard procedures in completing this form**

Attach additional factual information and any witness statements. Death or serious injury must be reported to the Scout Executive or designee immediately.

Name of Impacted Person	Name:		Home Phone:
	Address:		Cell or Business Phone:
	Unit #:	District:	Age:
	E-mail:		
<input type="checkbox"/> Youth <input type="checkbox"/> Volunteer <input type="checkbox"/> Council Staff <input type="checkbox"/> Council Camp Staff <input type="checkbox"/> Other _____ Registered Scouting Position:			
Time and Location of Incident	Date & Time of Incident		
	Specific Location/Area Where The Incident Occurred:		
Incident Occurred During	<input type="checkbox"/> Unit Activity <input type="checkbox"/> Unit Meeting <input type="checkbox"/> Unit Campout <input type="checkbox"/> Council Activity <input type="checkbox"/> Council Camp <input type="checkbox"/> National Camp <input type="checkbox"/> Other _____		
Other Person Involved <input type="checkbox"/> N/A	Name:		Home Phone:
	Address:		Cell or Business Phone:
	Registered Scouting Status:	Age:	E-mail:
Description of Injury <input type="checkbox"/> N/A			
Describe First Aid/Medical Treatment Provided <input type="checkbox"/> N/A			Was the injured party taken to a medical facility? Yes/No If yes, where?
Was there Property or Vehicle Damage? <input type="checkbox"/> N/A	Property Owner:		Home Phone:
	Address:		Cell or Business Phone:
	List Damage:		Estimated value of damage:
Description of Incident & Cause (if known) What led up to the Incident?	Police or Fire Services Called? Yes/No		
Adult Leaders and Witnesses	Leader Name:	Address:	Phone:
	Witness Name:	Address:	Phone:
Person Completing this form	Name:		Phone:
	Address:		Cell Phone:
	Unit #:	District:	E-mail:
	Registered Scouting Status:		Date:

Date Received: _____ Received by _____

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E-mail form to Camping@NorthernStar.org or fax to Northern Star Council at 612-261-2499 within 48 hours of incident.