

Mecklenburg County Council COPE & Climbing Incident Reporting Procedures

Overview

The following procedures must be followed when an incident or near miss has occurred as part of a council, district or unit COPE or Climbing event. These procedures build on the BSA's guidelines for reporting an incident, providing more specific steps for the council.

These procedures are specific to the COPE & Climbing facilities at Belk Scout Camp and the Mecklenburg Scout Reservation. When appropriate these procedures should also be followed when off site at a natural rock event.

It is realized that each incident is unique unto itself. This document outlines the steps that should be followed as soon as possible based on the circumstances of the incident.

Responsibilities

It is the responsibility of the lead instructor of the event to be familiar with and follow the steps outlined in this document. The lead instructor is ultimately responsible to see that the incident is properly reported and may not delegate such responsibility to another instructor except after consultation with the council COPE & Climbing Committee Chair and/or the council Scout Executive.

It is expected that the lead instructor will consult with staff present at the time of the incident to provide a full and accurate account of the incident as part of the reporting process.



An incident has occurred:

1. Take care of the injured/find a safe place.
2. Preserve and document the evidence/take photos if appropriate.
3. Complete an incident report and notify your local council.

First Aid and Medical Care

The lead instructor must oversee and direct the actions of the other staff on site and may call upon by-standers to assist. Such actions and assistance may include but are not limited to:

- Removing other staff, participants and by-standers from the area
- Calling for medical help
 - At Belk Scout Camp do not call 911.
 - Radio or call the event medical team
 - Call the camp ranger or camp master
 - Belk: 704-545-0958
 - MSR: 828-652-8592
 - Natural Rock: Consult the event's emergency plan for first responders
 - Call the camp director
 - Send runners to the camp compound or headquarters/admin station
- Retrieve the first aid kit from the COPE & Climbing storage and equipment closet or COPE course shelter at MSR

BSA Incident Reporting Policy

The Boy Scouts of America provides a program for young people that builds character, trains them in the responsibilities of participating citizenship, and develops personal fitness. A key responsibility that we all share is providing an effective program that meets the needs of young people and provides the proper health and safety of everyone concerned.

It is important that we sustain the safe operation of our programs and promote continuous improvement through organizational learning. Timely and complete incident reports support analysis that is critical to identifying needed improvement of the programs offered by the Boy Scouts of America.

What Is an Incident?

Loosely defined, an incident is any unplanned event that results in harm to an individual, property, or the environment.

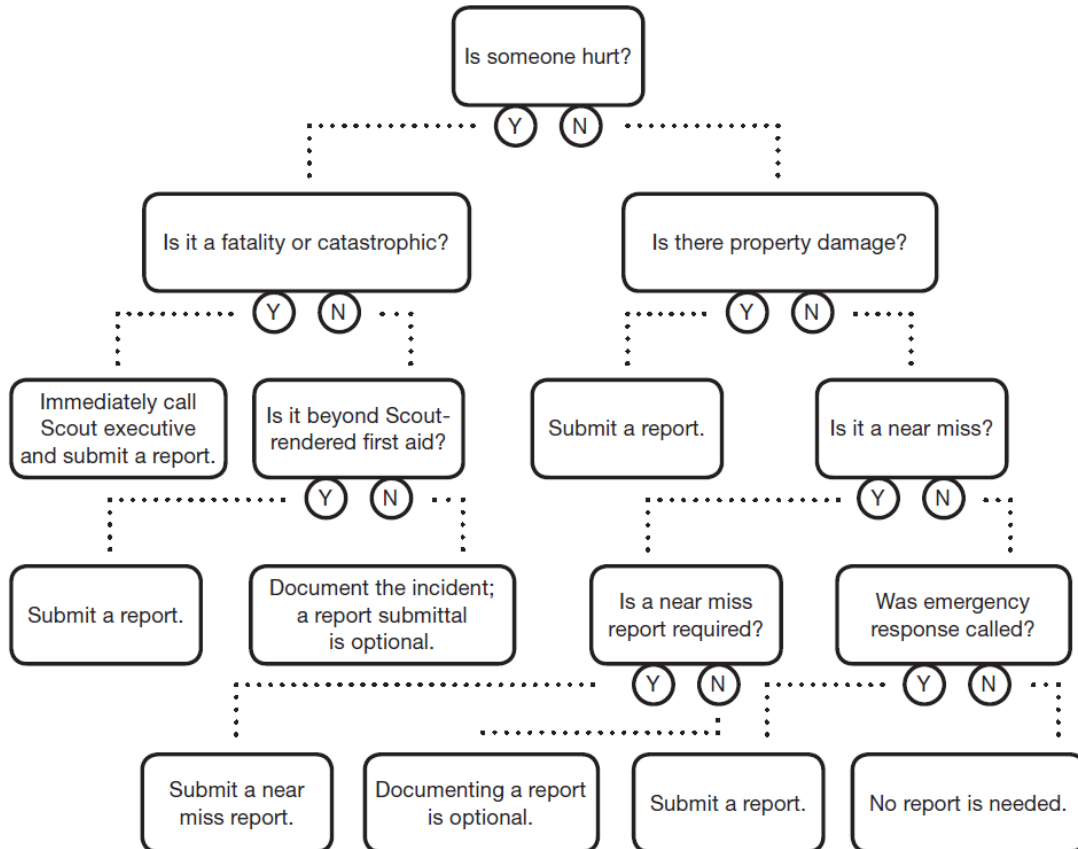
- Near Miss—A near miss does not result in injury, illness, or damage, by definition, but it had the potential to do so.
- General Liability—Events or allegations of injury, illness, or property damage, including employment, director, and officer issues.
- Youth Protection/Membership Infraction—Allegations of abuse, violations of BSA guidelines or policies, or inappropriate behavior by a Scout/Scout leader/parent/other.

Why Report an Incident?

The information reported from incidents is valuable in preventing the reoccurrence of similar incidents. Reporting incidents promptly is also critical so we can respond to incidents in an appropriate manner, and it helps us properly manage any potential claims.

How Do I Report an Incident?

Reporting requirements are based on the severity of the incident. Follow this chart to determine what type of incident you are or are not reporting.



Fatalities or Catastrophic Incidents

In the case of a fatality or catastrophic incident, contact the council Scout Executive immediately.

- Council Office in Uptown Charlotte: 704-342-9330
- Scout Executive Mark Turner: 704-438-8789
- If the Scout Executive is unavailable or cannot be reached, then call in this order:
 - Council Program Director Alan Keiger: 704-491-3982
 - Assistant Scout Executive Dave Ritchie: 704-507-7967
- COPE & Climbing Committee Chair Sasha Timkovich: 704-340-0970

Near Miss and Non-Catastrophic Incidents

If the incident required first aid beyond what a scout can render, call the council COPE & Climbing Committee Chair as soon as possible.

Complete the COPE & Climbing Incident Report found in the appropriate binder in the program's storage and equipment closet and included in the natural rock binder.

Send a copy of the report to the COPE & Climbing Committee Chair.

If at Belk Scout Camp or MSR, inform the Camp Ranger and/or Campmaster as soon as circumstances allow but no later than the end of the COPE/Climbing event or before leaving the camp property.

If offsite at a natural rock event, the local ranger or property manager should be informed before leaving the property. Contact the council COPE & Climbing Committee Chair as soon as a communication channel can be established.

Report Writing Tips

It is imperative that you fill out any incident reports as thoroughly 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. The following examples demonstrate a good, better, and best approach to incident reporting. Remember to include only pertinent facts about the incident. Do not assign blame or include personal opinions or recommendations.

Good: A scout was climbing and fell, twisting his ankle. He was sent off camp for more help.

Better: This August, a scout was climbing on the Belk tower, when he fell and broke his ankle. He was sent to the ER and was released.

Best: On August 6, 2012, at approximately 1:30pm during a Troop 123 Fun Day, a scout was climbing the east face of the Belk tower while on top rope belay by another pair of scouts when he fell and twisted his left ankle on the inside of the chimney. After being lowered safely to the ground and unclipped from the climbing rope, the scout was initially treated by other scouts and attending adults, but further treatment was needed. The scout was taken to the local ER by his Scoutmaster and another ASM. The scout was diagnosed with a high ankle fracture, was treated in an ER, and released later in the day with a restriction to stay off the ankle until he sees his personal physician.

A Scout Is Trustworthy: Be Sure to Report

Remember: ANY incident that requires the intervention of medical personnel, involves emergency responders, or results in a response beyond Scout-rendered first aid must be reported.