

## BSA INCIDENT REPORTING REQUIREMENTS – Effective June 24, 2019

### Serious Incident Reporting Requirements – NEW (Notice ASAP and Report Within 24 Hours)

- Serious incidents occurring in connection with Scouting activities, including travel to or from the activity, must be reported by the Scout Executive by phone or e-mail **as soon as reasonably possible** to the Regional Director and Area Director (or for National programs BSA ACSE) and by email to [pr@scouting.org](mailto:pr@scouting.org) (a copy of the email to the RD/AD is also acceptable for the PR notification)
- Serious incidents include, but may not be limited to:
  - Sexual or physical abuse (after ensuring the victim is cared for and reporting to law enforcement)
  - Fatalities
  - Potentially life-threatening injuries (e.g., any amputation, brain injury, loss of sight, paralysis, etc.) or requiring air-ambulance transportation
  - Accidents resulting in the hospitalization of three or more people
  - Communicable disease outbreaks (e.g., measles, norovirus, etc.)
  - Mass casualties (10 or more people who are injured or sick at a Scouting activity)
  - Explosions or events resulting in significant damage to property
  - Incidents where media attention is anticipated
- An incident report on Serious Incidents must be submitted through the online reporting system **within 24 hours** - [Incident Reporting](#).
- In cases of sexual abuse, the Scout Executive or designee must also report the incident through the online reporting system within 24 hours. If immediate assistance is needed in the handling of a matter, contact Scouts First Helpline (1-844-SCOUTS1).
- Do not delay reporting in order to collect additional information – report what information is available once a Serious Incident has occurred.

### Serious Youth Protection Policy Violations and Membership Standards Infraction Reporting Requirements- NEW (Report Within 72 hours)

- Applies to all infractions -- not limited to Scouting activities.
- Serious youth-protection policy violations or membership standards infractions where a member, leader, parent or volunteer is required to cease participation pending an investigation or submission a request to designate them ineligible. This includes, but is not limited to, serious Code of Conduct violations, assault, threats or acts of violence, arrest for a crime that if convicted would disqualify the individual from participation in Scouting, listing on Sex Offender Registry, etc.)
- Reports on serious youth-protection policy violations and membership standards infractions must be submitted through the online reporting system **within 72 hours** - [Incident Reporting](#).

### Less-Serious Medical Treatment and Incident Reporting Requirements- NEW (Report Within 72 hours)

- Less-serious medical incidents are those occurring in connection with Scouting activities, including travel to or from the activity, requiring medical treatment beyond Scout-given first aid.
- Any incident where an Accident or Sickness Claim (e.g. HSR) can be filed fits into this category.
- Reports on Less-Serious Medical Treatment Incidents must be submitted through the online reporting system **within 72 hours** - [Incident Reporting](#).

### Other incidents and Near Misses

- Should be reported in accordance with published guidelines at [Incident Reporting](#)
- Online reporting is available 24/7/365