

# Incident Report

***This form is to be completed and forwarded to the Council Service Center Immediately following an incident at a Scouting activity.***

Date of Incident \_\_\_\_\_ Time of Incident \_\_\_\_\_ am / pm *(circle one)*

Name of Person Injured \_\_\_\_\_ Age \_\_\_\_\_

Parent Name (if a minor) \_\_\_\_\_ Phone Number \_\_\_\_\_

Unit / Group Leader \_\_\_\_\_ Phone Number \_\_\_\_\_

Pack / Troop / Crew / Post / District / Council / Outside Group or Organization \_\_\_\_\_  
*(Circle as applies)*

Witness \_\_\_\_\_ Age \_\_\_\_\_ Phone Number \_\_\_\_\_

Witness \_\_\_\_\_ Age \_\_\_\_\_ Phone Number \_\_\_\_\_

Location of Incident \_\_\_\_\_  
*(I.e. Treasure Valley – Boonesville)*

Nature of Incident \_\_\_\_\_  
*(I.e. John Scout tripped on a stump while playing capture the flag and twisted his right ankle)*

Describe Action Taken \_\_\_\_\_  
*(John was treated by Tom Smith – EMT – and taken to Worcester Hospital for x-rays – broken right ankle)*

How Could This Incident Have Been Avoided? \_\_\_\_\_

Other Information That May Be Helpful \_\_\_\_\_

Person Completing This Report \_\_\_\_\_ Phone Number \_\_\_\_\_

Signature \_\_\_\_\_ Date Submitted \_\_\_\_\_

<b><i>Action / Comments / Recommendations</i></b>	
<b><i>(To be completed by Camp Ranger if Incident Occurs at Treasure Valley Scout Reservation)</i></b>	
Initial Review by _____	Date _____

Date Received at the Mohegan Council Service Center \_\_\_\_\_ By \_\_\_\_\_

Comments/Actions \_\_\_\_\_

Date Reviewed by the Mohegan Council Risk Management Committee \_\_\_\_\_

Committee Comments / Recommendations \_\_\_\_\_

Council Risk Management Committee Chair \_\_\_\_\_ Date \_\_\_\_\_

Final Actions by the Mohegan Council \_\_\_\_\_

Final Review By \_\_\_\_\_ Date \_\_\_\_\_

**What to Do When An Emergency Arises**

***The first rule is to remain calm!***

**Medical Emergency**

- ◆ Begin first aid.
- ◆ Do not move the victim unless necessary.
- ◆ Notify the Campmaster or Ranger.
- ◆ Wait for Emergency Services.

**Fire**

- ◆ Get campers away from the fire.
- ◆ Notify the Campmaster or Ranger immediately.
- ◆ Keep them out of the way of emergency vehicles.
- ◆ Do not attempt to fight the fire unless life is threatened

**Fatality**

- ◆ Secure the area.
- ◆ Move campers away from the scene.
- ◆ Keep witnesses near.
- ◆ Notify the Campmaster or Ranger immediately.  
They will notify the authorities.

**High Temperature/Humidity/Smog Alerts**

- ◆ Limit activities and allow for frequent rests.
- ◆ Drink water frequently.
- ◆ Promptly report and medical problems.

**In the event of a serious or fatal accident immediately contact**

Jim Kennedy, Scout Executive	W) 508-752-3769 extension 27	H) 508-885-6985
	<i>or</i>	
Bill Cox, District Director	W) 508-752-3769 extension 29	H) 508-832-2610